	THE JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	Policy Number	HR609
		Effective Date	August 1, 2009
	<u>Subject</u> <b>Solicitation &amp; Distribution Policy</b>	Page	1 of 2
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## POLICY

The Johns Hopkins Health System Corporation (JHHSC) and The Johns Hopkins Hospital (JHH) prohibits activities that adversely impact the tranquil and businesslike atmosphere of the healthcare environment. This policy is adopted to maintain effective, productive and normal operations; to avoid any disruption of patient care; maintain security; and protect patients, visitors and employees from unauthorized "solicitation" and/or distribution of literature" and similar activities.


Vending, distributing or soliciting by non-employees is prohibited anywhere on the premises at anytime, for any reason except when directly relate to the JHHSC/JHH mission or sponsored education, benefits or wellness program and authorized by the Department of Human Resources. Authorization to solicit or distribute materials on the premises or using JHHSC/JHH electronic media must be obtained in advance from the Department of Human Resources.

Vending and soliciting by employees is prohibited during working time or at any time in any working or patient care areas. Distribution of literature or items by employees is prohibited during working time or at any time in working areas or immediate patient care areas. "Working time" includes the working time of the employee doing the soliciting and distribution or the working time of the employee who is being solicited or receiving the material. This prohibition extends to face-to-face solicitation and distribution, as well as to the use of any JHHSC/JHH owned electronic communication media.

Compliance with this policy is required of all employees. Authorization to solicit or distribute materials on the premises or using JHHSC/JHH electronic media must be obtained in advance from the Department of Human Resources. Employees are encouraged to immediately report violations of this policy to their supervisors. Supervisors are responsible for the compliance and enforcement of this policy regarding employees. Violations of policy will be grounds for disciplinary action up to and including discharge.

## **DEFINITIONS**

1. **Employee** – Any individual employed directly by JHHSC/JHH, or any individual employed by a contractor of JHHSC/JHH and assigned to work on Hospital premises.
2. **Non Employee** – Any individual who does not meet the definition of "Employee" above.
3. **Distribution** - the physical handing or passing out and/or posting or electronic transmission of any material or items of any type that would aid or help in soliciting an individual.
4. **Solicitation** - the act of approaching, urging, cajoling, inviting, encouraging, requesting or persuading individuals to accept or purchase goods of sale, support and initiative or cause, join and organization or make contributions of time, money, merchandise or property.
5. **Working Time** - the period of time designated for the performance of actual job duties and responsibilities, either by the person vending, soliciting or distributing literature and materials or the person being solicited or receiving the materials. Meal or break time is not designated as working time.
6. **Immediate Patient Care Areas** include patient rooms, corridors adjacent to patient rooms, operating rooms and treatment rooms, sitting rooms or patient floors accessible to or used by patients, elevators, or stairways frequently used to transport patients, main lobbies and the nurses' stations.

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### **PROCEDURES**

<b>1.a. Employee</b>	<ul style="list-style-type: none"> <li>a. Should notify and direct any questions or concerns to their supervisor.</li> <li>b. Complete request form.</li> </ul>
<b>1.b. Supervisor</b>	<ul style="list-style-type: none"> <li>c. Review policy with employee.</li> <li>d. Investigate any alleged violations and promptly and properly address all confirmed violations in accordance to policy.</li> <li>e. Should consult with the Department of Human Resources, Office of Administration for clarification regarding the application of this policy.</li> <li>f. Should contact and consult with the Department of Human Resources, Office of HR Consulting and Labor Relations (410-955-6783) for addressing violations of this policy.</li> </ul>
<b>1.c. Vice President, Human Resources</b>	<ul style="list-style-type: none"> <li>a. Approves request form.</li> </ul>
<b>2.a. Non-Employee Sponsor</b>	<ul style="list-style-type: none"> <li>b. Contact the Employee Relations Coordinator in the Department of Human Resources, (410-614-3721) to obtain a Non-Employee Solicitation and Distribution Authorization Request Form.</li> <li>c. Complete and return form at least 10 days prior to the event date to the Employee Relations Coordinator.</li> <li>d. Copies of handouts, fliers, posters, any material being distributed or posted must be included with the completed request form.</li> </ul>
<b>2.b. Employee Relations Coordinator</b>	<ul style="list-style-type: none"> <li>a. File request and supporting material for record keeping purposes.</li> <li>b. Advise requester and provide requester with a copy of the approved Non-Employee Solicitation and Distribution Authorization Request Form.</li> </ul>
<b>2.c. Non-Employee Sponsor</b>	<ul style="list-style-type: none"> <li>a. Maintain a copy all time while event takes place on premises as authorized proof.</li> </ul>
<b>3. Employee Relations Coordinator</b>	<ul style="list-style-type: none"> <li>a. Follows up with event sponsor to ensure compliance with policy.</li> </ul>

### **SPONSOR**

Vice President, Human Resources

### **REVIEW CYCLE**

3 years

### **APPROVAL**



\_\_\_\_\_  
Vice President, Human Resources

**8/1/09**

\_\_\_\_\_  
Date