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|  SOLICITATION | NO. 462 |
| POLICYSolicitation or canvassing of employees or distribution of printed material to employees within the facility is subject to the following procedure.PROCEDUREWithout written authorization from the Administrator:1. Solicitation of employees on or in behalf of individuals, organizations, clubs or societies, during the working time of either the employee being solicited or the employee soliciting is prohibited. Solicitation is also prohibited in immediate patient care areas such as patient rooms, therapy rooms, nursing stations, corridors in patient treatment floors, lounges on patient floors or in other areas where solicitation would cause disruption of health care operations or disturbance to patients. This applies to solicitation whether for membership, subscriptions, sales, payment or collection of money.
2. Distribution of printed material in working areas of the facility or in immediate patient care areas or rehabilitation/recuperation areas as described in Paragraph 1 above is prohibited.
3. Persons who are not employees of the facility are not permitted to solicit facility employees or distribute printed matter on facility property.
4. Employees who fail to comply with this policy is subject to disciplinary action.
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| Approved: | Effective Date: | Revision Date:3/17 | Change No.: | Page:  1 of 1 |