

MEDICAL COLLEGE OF OHIO

Subject: SOLICITATION AND DISTRIBUTION

Policy No.: 01-014

A policy on solicitation and distribution activities on the Medical College of Ohio campus was initiated to assure the tranquility and privacy essential to patient care, to prevent unnecessary interruptions, protect security of the premises and to ensure that employees have the opportunity to perform their jobs free from intrusions. The following guidelines shall be followed.

Activities by Employees

Solicitation or distribution of literature by employees is prohibited at all times in immediate patient care areas.

Solicitation by employees outside of immediate patient care areas is prohibited except during non-working time.

Distribution of literature by employees is prohibited except during non-working time and shall be confined to non-working areas.

Employees who are on non-working time may not solicit or distribute literature to employees who are on their working time.

Use of the internal campus mail system for solicitation or distribution purposes is prohibited.

Activities by Non-Employees

An organization or non-employee which intends to solicit or distribute literature to employees shall, each visit:

Give advance notice of ninety-six (96) hours of such intention by contacting the Administrator/Human Resources.

At the time the advance notice is given, provide a list of the names of the persons or alternatives who wish access to the premises.

In the event two or more requests for access to the Medical College of Ohio for the same or overlapping times have been made, the facility administrator should attempt to provide alternate designated areas. In the event that no alternate designated area is available, the Administrator/Human Resources will grant access to the available designated area on a rotating basis with equal time for its use.

If the designated areas are unavailable due to a prior reservation, then the Administrator/Human Resources shall immediately notify the requesting party of such conflict.

An organization or non-employee may solicit or distribute literature in designated areas, provided the employees being solicited are on non-working time. Designated areas are to be determined by the Administrator/Human Resources.

An organization or non-employee shall not distribute literature nor solicit employees in any work area, regardless of the fact that the employees are on non-working time.

An organization or non-employee shall be permitted to submit notices for posting to the Administrator/Human Resources. Such notices must be a reasonable size so as not to obstruct any other notices. All organizations or non-employees will have equal posting right to any designated posting area. Notices shall be removed at the time that an organization or non-employee leaves the Medical College of Ohio.

Use of the internal mail system for solicitation or distribution purposes is prohibited.

Disruptive Conduct and Violations

The Administrator/Human Resources reserves the right to regulate any solicitation or distribution activities by any organization, non-employee or employee which disrupts or interferes with the normal work flow at the facility.

Violation of any of the above rules should be reported to the Administrator/Human Resources. Any employee, non-employee or organization who has a question about the scope or application of these rules should contact the Administrator/Human Resources.

Any employee who (in their personal capacity or acting as an agent for any organization) violates any rule contained herein shall be subject to discipline.

Any organization which (on its own or through employee- supporters) violates any rule contained herein shall lose the solicitation and distribution privileges provided in these rules.

Definitions

"Designated Area" - means a facility location to be determined by the Administrator/Human Resources.

"Organization" - means a body of persons established for a specific purpose.

"Facility" - means any work or non-work areas comprising one work site which is governed by and under the control of the Medical College of Ohio.

"Non-Employee" - means any person not employed by the Medical College of Ohio or any person not in an active work status.

"Non-Work Areas" - means employee locker rooms, employee restrooms, employee lounges, employee eating areas not open to public or patients and such other areas as the Administrator/Human Resources may determine.

"Non-Working Time" - means approved leaves, lunch periods, and before and after scheduled working hours.

"Solicitation" - means any activity conducted for the purpose of advertising, promoting, or selling any product or service, or encouraging membership in any group, association or organization.

"Work Areas" - means offices, work stations, conference rooms and corridors leading directly thereto which are used as an integral part of performing work, kitchens, laboratories, laundry and supply rooms, maintenance shops, housekeeping, medical records room and any other area where the employee performs or is supposed to perform his/her official duties. Where services are being delivered to the public, the entire public area is considered a work area. Patient care areas and areas where visitors have access and patient care is involved are work areas.

"Patient Care Area" - includes patient rooms, operating rooms, treating rooms, x-ray rooms, therapy rooms, and hallways and corridors adjacent to all of these rooms, sitting or waiting rooms and lounges on patient floors and any other areas that the Administrator/Human Resources may deem necessary, in the best interests of patients, to designate as a patient care area.

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"Working Time" - means that time when an employee's duties require that he or she be engaged in work tasks, but does not include an employee's own time, such as meal periods, vacations, time before or after a shift.

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