

Emory Healthcare
Section: VIII. Employee Relations

Policy Author:

Contact for Help: See your department director

Activated: 07/17/2009

No Solicitation
Section VIII, Part I

Statement:

To avoid disruption of health care operations or disturbance of patients, the following rules apply to solicitation and distribution of literature on Emory Healthcare or Emory University property. Persons not employed by Emory Healthcare or Emory University may not solicit or distribute literature on Emory property at any time, for any purpose. No employee may engage in solicitation or distribution of literature or materials not directly related to Emory functions in patient care areas at any time. Employees may engage in solicitation only during non-working time and only in non-patient care areas, so long as the solicitation is consistent with other Emory Healthcare policies. Employees may distribute literature or materials only during non-working time and only in non-working areas, so long as the distribution is consistent with other Emory Healthcare policies. Employees may not solicit at any time, for any purpose, in immediate patient care areas such as patients' rooms, operating rooms, places where patients receive treatment, x-ray and therapy areas, or corridors in patient treatment areas and rooms used by patients for consultations with physicians or meeting with family or friends. Use of Emory Healthcare's computer or telecommunications network and any other internal or external computer and telecommunication networks directly or indirectly there from for solicitation or for distribution of literature or materials for non-Emory business is not allowed. Refer to the Emory Healthcare Electronic Mail policy for further guidelines concerning the use of Emory Healthcare information systems. Unauthorized use of Emory bulletin boards, posting of notices, photographs, or other materials for non-Emory business or information on Emory premises is not allowed. Violations of this policy may result in corrective action, up to and including suspension or termination of employment and suspension of staff privileges. The above limitations do not apply if the solicitation or distribution at issue is permitted by an Exception as described below.

DEFINITIONS

Non-Working Time - The term "non-working time" refers to the time during which employees are not working for Emory Healthcare, including meal periods and breaks, even though paid for by Emory Healthcare, and time before and after the employee's shift. Non-working time includes not only the non-working time of the employee engaged in solicitation or distribution, but also the non-working time of the employee or employees to whom the solicitation or distribution is directed.

Patient Care Areas - The term "patient care areas" refers to any place where patient care may occur, including but not limited to such places as patient rooms patients' lounges, operating rooms, waiting areas for patient services (for example, radiology, oncology, outpatient surgery, endoscopy, laboratory work, etc.) admitting areas, registration areas, therapy areas, visiting areas, sitting rooms adjoining or accessible to patients' rooms, hallways or corridors where patients wait for or receive treatment or therapy and those hallways or corridors that are frequently used to transfer patients for treatment. With respect to lounges, waiting areas, visiting areas, admitting areas, sitting rooms, registration areas, hallways and corridors, this provision only applies during those hours of operation when patients frequent these areas.

Nurses' stations are patient care areas because they are not enclosed. Emory Healthcare employees are on duty and engaged in patient care activities at the nurses' stations, and patients can overhear conversations in these areas.

Working Areas - The term "working areas" includes those areas of Emory Healthcare identified as patient care areas and those areas not identified as non-working areas.

Non-Working Areas - The term "non-working areas" refers to, but is not limited to areas such as the cafeteria, gift shop, employee lounges, employee break areas, vending areas and employee parking areas.

Emory Healthcare - The term "Emory Healthcare" refers to Emory Healthcare and Emory University and all of its facilities and property.

Solicitation and distribution of literature or materials by Emory Healthcare employees or Emory Healthcare-authorized representatives, for the direct benefit of Emory Healthcare itself, is permitted if approved in advance by the Chief Human Resources Officer or designee.

Solicitation and distribution of literature or materials by Emory Healthcare employees or Emory Healthcare-authorized representatives, regarding clinical, academic or research activities directly related to Emory Healthcare's mission, is permitted, if approved in advance by the Chief Human Resources Officer or designee.

**EXCEPTIONS TO
THE ABOVE
POLICY**

Charitable solicitations and distributions of literature or materials by Emory Healthcare employees, for other charitable institutions, is permitted, if approved in advance by the Chief Human Resources Officer or designee. This Exception includes, for example, the limited number of annual Emory Healthcare sponsored charitable activities for other charitable institutions, as well as charitable activities initiated by individual departments, work areas and employees of Emory Healthcare.

Occasional and limited solicitation and distribution of literature or materials by Emory Healthcare employees, for personal benefit or of a noncommercial nature is permitted.