

Baystate Health

Solicitation and Distribution

I. POLICY:

It is the policy of Baystate Health to prohibit solicitation and distribution on its premises by non-employees and to permit solicitation and distribution by employees only as outlined below.

II. PURPOSE:

To limit solicitation and distribution on its premises because those activities can interfere with normal operations, reduce employee efficiency, interfere with patient care, inconvenience our patients and their visitors, and pose a threat to security

III. SCOPE:

All Baystate Health employees, patients, volunteers, medical staff, affiliates, students, and anyone else entering onto Baystate Health premises.

IV. ROLES:

The Security Officer, executives, directors, managers and supervisors at each BH facility is responsible for enforcement of the provisions of this policy.

The Vice President of Development and Senior Vice President, Human Resources is responsible for approving written requests for Baystate Health-wide charitable events. All such events and solicitations must be an integral part of the BH facility's necessary functions and/or assist the facility in carrying out its community health care functions.

The Vice President of Development and senior Human Resource officer at each entity is responsible for approving written requests for local charitable events and solicitations in support of the fund raising efforts of the auxiliary. All such events and solicitations must be an integral part of the BH facility's necessary functions and/or assist the facility in carrying out its community health care functions.

The Senior Vice President, Academic Affairs is responsible for ensuring all educational and academic events sponsored by and for physicians, residents and medical students are in compliance with this policy. All such events and solicitations must be an integral part of the BH facility's necessary functions and/or assist the facility in carrying out its community health care functions.

The Purchasing officer for each BH facility is responsible for approving the solicitation and/or sale of business related merchandise or services by authorized vendors. All such events and solicitations must be an integral part of the BH facility's necessary functions and/or assist the facility in carrying out its community health care functions.

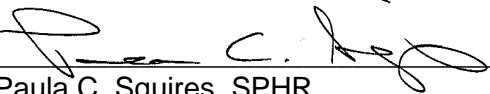
V. PROCEDURE:

A. Non-employees: Individuals not employed by Baystate Health or its affiliates are prohibited from solicitation or distribution on Baystate Health premises.

- B. Employees:** The following restrictions apply when employees engage in permitted solicitation or distribution of literature:
1. Solicitation and distribution of literature, is prohibited during the working time of either the employee doing the solicitation or distribution, or the targeted employee. The term "working time" does not include an employee's authorized lunch or rest periods or other time when the employee is not required to be working.
 2. Solicitation is prohibited at all times in immediate patient care areas, including patient rooms, treatment rooms, and corridors immediately adjacent to patient rooms or treatment rooms.
 3. Distribution of literature is prohibited at all times in all work and immediate patient care areas, including patient rooms, treatment rooms, and corridors immediately adjacent to patient rooms or treatment rooms..
 4. Off-duty employees are not allowed to return to the interior or other working areas of Baystate Health's premises for any purpose until their next scheduled work time.
 5. Baystate Health maintains various communication systems to communicate Baystate Health information to employees and to disseminate or post notices required by law. These communication systems (including bulletin boards, electronic mail, voice mail, facsimile machines, and personal computers) are for business use only and may not be used for solicitation or for distribution of literature. In particular, bulletin boards are for the posting of Baystate Health information and notices only, and only persons designated by the entities' senior Human Resource officer may place notices on or take down material from the bulletin boards. The unauthorized posting of notices, photographs, or other printed or written materials on bulletin boards or any other Baystate Health property is prohibited.

VI. PROPONENT: Director, Human Resource Consulting and Employee Relations

Approval:



Paula C. Squires, SPHR
Senior Vice President, Human Resources

Replaces:

Policy Name: HR-112 Solicitation & Distribution
Policy Date: 05/01/2005