PURPOSE:

It is the intent of this policy to ensure that the solicitations and the distribution of literature are conducted within the requirements of federal law so as not to disturb patients or interfere with hospital operations.

POLICY:

1. Solicitation/Distribution by Non-Employees

   Solicitation of employees and patients and the distribution or circulation of literature on behalf of any group, organization or individual by non-employees of RWJBarnabas Health (RWJBH) is strictly prohibited on the grounds and parking lots and within any RWJBH facilities. Violators of this rule will be considered trespassers and are subject to ejection and/or arrest. Signs will be posted at all RWJBH facilities prohibiting solicitation by non-employees on grounds, in parking lots and within any RWJBH facilities.

2. Solicitation/Distribution by Employees

   a) Solicitation of any kind by employees is prohibited during the working time of that employee or of the employee being approached. (For example: Avon, outside credit unions, insurance companies not related to employee benefits, memorial fund for a deceased employee, bridal showers, invitations to a party, social events, farewell party solicitations (except those sponsored by the facility as an employee benefit), collections for holiday parties, boy scouts, girl scouts etc. are prohibited). A very limited and isolated number of solicitations for beneficial causes such as United Way will be permitted with HR approval. Only two, or at most three, such exceptions will be made annually.

   b) Solicitation is prohibited at all times in patient rooms, operating rooms, and places where patients receive treatment such as x-ray, therapy rooms, and clinical rooms. Solicitation is also prohibited in corridors adjacent to such areas, as well as sitting rooms on patient floors that are accessible to and consistently used by patients to visit with their family and visitors, and where the patient’s family and visitors confer with doctors. This rule is also applicable to elevators and stairways routinely and frequently used for the transport of patients.

   Solicitation and distribution is banned within clinical/patient areas in close proximity to patient rooms or sitting areas as described above, and where solicitation would be at risk to disturb patients, disrupt patient, care or interfere with hospital operations. However, the ban would not apply if employees take their breaks in these areas and/or other types of non-work-related activities are permitted there. Distribution of literature is banned because the stations are work areas.
c) The distribution or circulation of literature by employees of any organization, group or individual is prohibited during their working time and at all times in all work areas.

d) The distribution or circulation of literature or pamphlets on behalf of any organization, group or individual is also prohibited at all times in patient rooms, operating rooms, and places where patients receive treatment such as x-ray, therapy rooms, clinical rooms and corridors adjacent to such areas, as well as sitting rooms on patient floors as described in (b) above. This rule is also applicable to elevators and stairways routinely and frequently used for the transport of patients.

e) The employee ban does not extend to public access areas such as the cafeteria, vending machine areas, pharmacies, gift shops, lobbies, entranceways, public corridors, exterior grounds and walkways.

f) Solicitation during non-working time by employees may not be barred in areas to which only they have access, such as the kitchen, laundry, supply rooms, housekeeping, bookkeeping and medical records rooms. Distribution may be barred in such areas because they are work areas. Neither solicitation nor distribution during non-working time is barred in non-working areas such as locker rooms, lounges, rest rooms and parking lots.

g) Collections, sales or the possession of items for sale on RWJBH property is prohibited at all times without prior permission of the Human Resources Department. When permitted, such activities may be engaged in only at times and places permitted by the foregoing rules. (For example: Hospital blood drives, facility fundraising events sponsored by the foundation office, uniform sales, towel sales, employee craft fair, jewelry sales, etc.; solicitations related to fringe benefits – tax sheltered annuity plans, health insurance plans, credit unions, etc.; volunteer groups which donate all proceeds to the hospital, display of pharmaceutical products.) (See (a) as to exceptions to this rule for isolated beneficial causes.)