



HUMAN RESOURCES STANDARD PRACTICES AND PROCEDURES

Policy Name: SOLICITATION - DISTRIBUTION

Policy Purpose: To eliminate any unnecessary disruption that could interfere with the service provided to our customers.

Policy Statement: Solicitation and distribution of any materials for any purpose by employees of Main Line Health is prohibited at all times:

- (a) in working areas and immediate patient care areas of Main Line Health and
- (b) in non-working areas of Main Line Health while either the person distributing the materials or the person receiving them is expected to be working. Use of company bulletin boards and e-mails are intended for employees to convey business-related information and are not to be used for solicitation of non-company related material.

Solicitation or distribution of any materials for any purpose by non-employees is prohibited at all times on Main Line Health property.

Origination Date: January 1, 1991
Revision Date: January 2010, March 2009; September 2008; March, 2007; September 2006
Last Review Date: January, 2015; February 2013; February 2012; January 2011; January, 2010; March 2009; September 2008; April 20, 2004