

Solicitation of Funds and Distribution of Literature

This Policy

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Replaces Policy

Policy Number: 805
Effective Date: 10/10/93

POLICY:

Employees may not solicit or distribute literature during working time and/or in working areas.

GUIDELINES:

1. Employees may not solicit nor distribute literature for any purpose during working time to other employees.
2. Employees may solicit each other during non-working times in non-patient/resident care areas.
3. Under no circumstances may employees use Wesley Woods stationery for the purpose of making solicitations to other employees.
4. The posting of fliers and other materials on bulletin boards and other surfaces inside or outside of a facility is limited to those activities which have the prior approval of the Director of Human Resources. All material for posting on a facility's property must be cleared through the Facility Administrator's office.
5. Exceptions to this policy are very limited but may include: Solicitation for the purpose of supporting the annual United Way Campaign or similar program may be allowed, although the times and places of such activities will be determined by the facility administrator.
6. Special projects and/or fund drives sponsored by certain Wesley Woods departments may be allowed, but only with prior approval of the facility administrator and human resources.

As a general rule, solicitation of any kind during working time in work areas is prohibited. "Working time" includes the working times of both the employee doing the solicitation and the employee to whom it is directed. Employees approached by anyone soliciting or distributing literature in any manner not covered in the above guidelines are asked to contact the Director of Human Resources or Facility Administrator immediately.

Approved By: Kenneth Weber, President/CEO, Wesley Woods Inc.

Margaret Bloomquist, Associate Administrator, Wesley Woods Human Resources

Last Date Reviewed: 9/01/07 Revised: 02/28/2005 Adair Maller, Director Human Resources