

VANDERBILT  UNIVERSITY
MEDICAL CENTER

Policy: Solicitation

Category	Human Resources
Approval Date	April 2016
Effective Date	April 2016
Supersedes	April 2012

Applicable to

VUMC

Team Members Performing

All faculty & staff Faculty & staff providing direct patient care or contact MD House Staff APRN/PA RN LPN

Other:

Responsible Committee

Human Resources

I. Purpose:

The purpose of this policy is to establish VUMC’s intent to have a work environment that is free from solicitation efforts that do not relate to VUMC business or interest. While VUMC actively encourages employee participation in community activities and organizations outside of work, the time spent at work is more productive and pleasant when not interrupted by solicitations and distribution of materials by employees. Employees may not solicit on work time (when either the employee or the person being solicited is on work time). Employees may not distribute any literature or other non-work related materials either on work time or in work areas, except as otherwise provided below.

II. Definitions:

“Work time” is defined as that time when an employee is scheduled and expected to be properly engaged in performing his/her work tasks. “Work areas” are all areas of VUMC except break rooms and other areas designated for non-work use.

III. Solicitation by Vanderbilt Staff:

A. Approved

VUMC sponsored activities such as institutional fund raising or other efforts to support academic excellence and further the mission of Vanderbilt University Medical Center are examples of appropriate and allowable activities under this policy. In addition, solicitations for approved charitable organizations are also permissible.

B. Prohibited Solicitation

Examples of prohibited activities by employees at VUMC during work time or in work areas include, but are not limited to, activities involving:

- Raffles
- Charity drives
- Trips
- Sports pools
- Cosmetic or jewelry sales
- Bake sales
- Sales of items to raise funds for non-VUMC related organizations or entities
- Food vending (other than licensed by VUMC)
- Proposing and/or procuring membership in any organization
- E-mail solicitations
- Commercial or personal business sales

Additionally, solicitation or distribution of literature by any staff member for any purpose is not permitted in areas that are:

- Reception areas
- Immediate patient care areas
- Areas immediately adjacent to patient rooms
- Treatment areas
- Thoroughfares frequently used to transport patients and visitors
- Other areas where distribution would disrupt the delivery of health care services

Employees found to be soliciting or distributing literature in violation of this policy will be subject to the Performance Management process.

IV. Solicitation by Non-VUMC Individuals

- A. Solicitation or distribution of literature by non-employees or non-students on VUMC property is strictly prohibited.
- B. Normal business contacts with VUMC officials by authorized representatives are not prohibited by this policy.
- C. General news and informational publications for patients may be distributed in areas that have been designated and approved by the Human Resources. For listings of designated areas that may be used for distribution you may contact Facilities Management for areas within the Medical Center.

V. Use of VUMC Resources for Permissible Postings

VUMC provides designated bulletin boards for staff as a means to exchange, sell or give away personal items only. Examples include such things as announcing apartment openings, property for sale, pet give-a-ways, furniture sale, items wanted or services available, etc.

Employees are also permitted to post items with the Classifieds section of the myVU website. However, advertisements for commercial products and services are not acceptable. For guidelines regarding appropriate postings, please contact myVU.

Notices regarding charitable activities must be approved three (3) working days prior to posting. Request for approval should be submitted to Human Resources. Employees utilizing the bulletin board must provide his/her name, telephone number and where he/she can be reached after work with all bulletin board postings.

NOTE: Employees may not use a work telephone number, a VUMC email address, VUMC voice mail box or receive calls regarding the posted advertisement during work hours.

- A. Bulletin boards are not intended for the purpose of soliciting or distributing items other than those personal items or services that the employee desires to exchange, sell or give away.
- B. Any notice that does not meet the appropriate posting requirement will be removed. Employees using VUMC property to post inappropriate notices may be subject to the Performance Management process.
- C. For questions about appropriate materials that can be posted, please contact Employee Relations.

The employee must provide any and all advertised services outside of his/her work day and utilizing their personal equipment and resources. It is not appropriate to use VUMC computers, telephones, equipment, paper and related supplies for personal use. See the [HR - Electronic Communications and Information Technology Resources](#) policy.

This policy is intended as a guideline to assist in the consistent application of VUMC policies and programs for staff. The policy does not create a contract implied or expressed, with any Vanderbilt staff members, who are employees at will. Vanderbilt reserves the right to modify this policy in whole or in part, at any time, at the discretion of VUMC.

VI. Approval:

Traci Nordberg
Chief Human Resources Officer

Jeffrey Balser, M.D, Ph.D
President & CEO, Vanderbilt Medical Center
Dean, Vanderbilt University School of Medicine

VII. References:

[VUMC HR Policy FAQs and Forms](#)