**NORTH VALLEY HOSPITAL**

Policy: **SOLICITING**

Drawer: Human Resources

Distribution: All Employees

**POLICY**

Soliciting or distributing literature to patients or visitors on North Valley Hospital premises is prohibited at all times.

Soliciting or distributing literature to employees during working time is

prohibited. The term "working time" does not include an employee's authorized lunch or rest periods or other times when the employee is not required to be working.

All solicitation requests, of any form (literature, direct, email) must be approved by the Marketing Director. North Valley Hospital may authorize a limited number of fund drives for charitable purposes. North Valley Hospital reserves the right to revise this policy at any time without notice.

Developed: (Index: 68) Date: 9/2/84

Reviewed: Greg Shannon, HR Dir. Date: 10/6/00

Reviewed: Susan Catt, HR Director Date: 10/31/06

Approved by: Craig Aasved, CEO (signed) Date: 11/06

Reviewed by: Senior Leadership Team Date: 08/10/10

Revised by: Susan Catt Date: 08/17/10

Approved by: Jason Spring, CEO (signed) Date: 08/23/10