2.8.4 SOLICITATION

A. Policy

It is the policy of Louisiana State University Medical Center in Shreveport to protect patients and visitors from undue disturbance, and to prevent time consuming interruptions in the work of employees by not allowing solicitation of any kind on the premises.

B. Solicitation

Defined as the act of urging or persuading of individuals by peaceful or other means to accept a product or service for sale.

C. Preclusions

1. Employees may not distribute literature or solicit for any purpose at anytime (working or non-working time) in immediate patient care or non-patient care areas. This includes, but is not limited to such as the following:
   (a) Selling any items such as cosmetics, plastics, ceramics, pencils, candy, plants, etc.
   (b) Establishing and selling chances on baseball, football, basketball games, etc.

2. Visitors and patients may not solicit or distribute literature on the premises for any purpose or at anytime.

3. External organizations on occasion request permission to sell various items within the Medical Center. As a result of the involved procedures that the Medical Center in Shreveport would have to implement to insure propriety in dealing with all organizations, the policy for this campus is that no solicitation by external organizations will be allowed within the complex. This does not apply to licensed vendors while doing business with the University.

D. Exclusions

The intent of this policy is not to exclude or discontinue activities such as United Way contributions or the fund raising activities of the faculty/employee or student wives organizations which are considered to be a benefit to the community and the institution.

E. Responsibility

It is the responsibility of all employees to adhere to this policy. Appropriate disciplinary actions may be taken against those not in compliance.

It is the responsibility of supervisors, managers, and department heads to enforce this policy. Internal violations of this policy should be brought to the attention of the Human Resource Department to determine whether or not appropriate disciplinary action should be taken. Violations by persons not associated with their department, should be brought to the attention of the Human Resource Department. If needed, contact the University
Police Department to escort the external violator(s) off the premises. The Human Resource Department will document the incident and inform the supervisor of the violator(s), in the case of a LSUMC employee.