



Solicitation, Distribution and Posting

Policy

- To avoid any disruption in health care operations, interference with patient care, or disturbance to patients or their visitors, the Hospital imposes limits on solicitation, distribution and postings on Boston Children's Hospital property. This policy defines the terms "solicitation", "distribution", and "non-working time" and describes the general prohibitions and limitations on solicitation, distribution and postings on Hospital property. This policy is a companion policy to other Boston Children's policies governing the use of Boston Children's property, including but not limited to the [Meeting Space Use Policy](#) and the Vendor Policy.

Standard

The following standards apply to solicitation, distribution and posting on Boston Children's Hospital property:

- ▶ **Subject to the exceptions noted below, , the solicitation, distribution and posting of literature or materials by non-employees or unaffiliated third parties on Boston Children's property is prohibited.** This prohibition applies to all types of solicitations, activities and materials, including political, charitable, religious or commercial solicitations, activities and materials. Certain limited exceptions to this rule do apply:
 - **Exception.** Distribution of oral and written information by authorized individuals or organizations regarding programs or activities that directly further Boston Children's Hospital's clinical pediatric health care mission is permitted, provided that the program or activity:
 - ▲ Is supervised or sponsored by a Department of the Hospital;
 - ▲ Has been approved in advance by the Vice-President of the sponsoring Department;
 - ▲ Does not violate any other policy or prohibition of Boston Children's Hospital, such as the [Meeting Space Use Policy](#) or the [Vendor Policy](#), or any regulation governing Hospital activities; and
 - ▲ Has received appropriate administrative approval. Research-related materials are approved through Research Administration. All other materials require the approval of Public Affairs..
 - **Exception:** Distribution of oral and written information by employees or third party vendors directly related to a bona fide employee benefit plan or program offered to Boston Children's employees by the Department of Human Resources is permitted; the plan or program must be approved by the Director of Benefits.
 - **Exception:** Distribution of other literature or printed materials by employees is permitted in non-work areas and non-immediate patient care areas, but only during

the non-working time of the employee making the distribution and of the employee receiving the distribution. Note: Distribution of any literature or printed materials in work areas and in immediate patient care areas is prohibited at *all times*, whether during working or non-working times.

- **Exception:** Solicitation, including handing out membership cards or applications for an organization is permitted, but only in non-immediate patient care areas, only during non-working time of all employees involved, and only so long as it does not interfere with other employees who are working.
- ▶ **Use of Boston Children's Hospital electronic communication or information systems (electronic mail, voice mail, telephones, fax machines, computers, computer applications, Internet, web-sites, and photocopiers) by non-employees for distribution or solicitation of non-Boston Children's Hospital business or information is not allowed.**
- ▶ **Use of Boston Children's bulletin boards and posting of notices, images, literature or materials for non-Boston Children's Hospital business is prohibited.** Bulletin boards and other posting spaces may only be used to post official, approved Hospital notices and Hospital-sponsored events. Only officially designated spaces may be used to post materials. Posted information must not contain protected or confidential content (such as sensitive operational, financial or business information or patient information), or any content that would be considered offensive, inappropriate or discriminatory to employees, staff, patients or families/visitors under Boston Children's Human Resources Manual: [Sexual Harassment and Discrimination](#) and in the Compliance Manual: [Non-Discrimination](#) section.
- ▶ **During working time, no employee may solicit another employee or distribute third party literature or materials anywhere on Boston Children's property;** this prohibition applies to all types of literature and materials, including political, charitable, religious or commercial solicitations; this prohibition is not intended to apply to literature or materials belonging to Boston Children's or literature and materials which are distributed as part of the employee's regular job duties. Provided the solicitation and distribution does not violate this policy or any other Boston Children's policy, and provided that the solicitation or distribution does not interfere with or disrupt patient care or pose a safety or security risk to patients and visitors, Boston Children's Hospital permits employees during non-working time to solicit or distribute non-Hospital literature and materials outside immediate of patient care areas.

Guidelines for Posting Approved Materials

All postings must be in areas of the Hospital specifically designated for the posting of materials, such as cork or electronic bulletin boards. No postings may be placed in unauthorized areas. The content of all postings must comply with this policy. Postings that do not comply with this policy will be removed.

Individuals needing to post Boston Children's Hospital materials in their immediate patient care or work areas should contact their Department manager for approval. A request to post materials should contain:

- The location(s) of the materials
- A brief description of the materials
- The purpose of the materials
- The required timeframe for the posting
- The name and job title of the person requesting the posting

Employees needing to post or distribute Boston Children's materials outside of their immediate patient care or work areas should contact Marketing and Communications.

The posting of materials in research spaces is administered by Research Administration. Contact the Director of Research Operations for information on the procedure for obtaining approval.

Department Managers requiring assistance with requests to post or distribute materials may contact the Vice President of Human Resources or the Vice President of Marketing and Communication for guidance.

Compliance

All employees, staff and visitors to Boston Children's Hospital are required to comply with this policy.

Managers and employees of Boston Children's involved in enforcement of this policy are expected to apply it uniformly, fairly and reasonably. Boston Children's will make all reasonable efforts to monitor compliance with this policy, including conducting regular monitoring of Boston Children's property and removing unauthorized materials.

Violations of this policy may result in corrective action, up to and including suspension or termination of employment. Minor, inconsequential or inadvertent non-compliance with this policy will generally not give rise to disciplinary action, unless the violation impacts or has the potential to impact patient care or operational needs.

If any individual is observed soliciting or distributing literature in violation of this policy, the department manager should approach the individual and ask the individual to stop the solicitation or distribution. Direct questions about the application of this policy to the Vice President of Human Resources or the Vice President of Public Affairs .

Definitions

For the purpose of this policy the following terms are used in this document and defined below:

Boston Children's Hospital	Refers to Boston Children's Hospital and all of its facilities, property, and operational areas, including satellites.
Distribution	Distribution includes, but is not limited to, delivering to any person or persons any literature or other materials, including circulars, notices, papers, leaflets or any other printed, graphic or written matter. Distribution includes the posting or distributing of unauthorized or prohibited materials on walls, bulletin boards, tables, chairs, shelves and in elevators.
Non-working Time	The time during which an employees are not working for the Hospital, including meal periods and breaks or other times when employees are properly not engaged in performing their duties and time before and after the employee's shift.
Solicitation	Solicitation includes, but is not limited to, offering anything for sale, asking for donations, collecting funds, canvassing, or seeking to promote, encourage or discourage (a) participation in or support for any organization, activity or event, or (b) membership in any organization. Handing out or delivering membership cards or applications for any organization is considered soliciting and is not considered distribution.

Related Content

Policy and Procedure

- The Real Estate & Capital Development Manual: [Meeting Space Use](#)
- The Vendor Policy
http://chbshare.chboston.org/elibrary/hr/C15/manualrecp/recppp/re_pp000_000_meeting_space_use.doc

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Approved	Signature on File <hr/> Inez Stewart Vice President for Human Resources		