

SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER

POLICY AND PROCEDURE MANUAL

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Policy 236 – Solicitation

I. POLICY

It is the policy of Southern Highlands that it's employees project a positive and professional image to consumers and peers. Southern Highlands considers solicitation an acceptable activity as long as the following procedures are followed. Solicitation activity must meet Code of Ethics Policy 242 as well as all other Southern Highlands policies.

II. DISCUSSION

Solicitation is supported by Southern Highlands to promote staff cohesiveness and build rapport with local community and business organizations.

Solicitation for this policy is defined as: Selling of products that **DO NOT** promote any personal gain of income or commission.

Pharmaceutical representative activities are exempt from this policy.

III. PROCEDURE

1. Selling or buying from consumers is strictly prohibited.
2. Supervisors will ensure solicitation activities do not interfere with performance of staff duties, treatment of consumers or general overall operations of the agency.
3. Any staff in a supervisory position will **NOT** sell or buy any products from any staff.
4. All solicitation literature will be kept in non-public areas such as staff lounge, kitchen, break area, etc. Literature is not to be kept in staff offices or any area accessible to general public or consumers.
5. No solicitation of suspected illegal items (pirated videos, CDs, DVDs, etc.).
6. No solicitation or literature of any lewd, sexual, alcohol, drug, tobacco or violence is allowed (Refer to Dress Code Section of the Code of Ethics Policy).
7. Solicitation that promotes personal gain is strictly prohibited during work hours.
8. Solicitation activities that result in violation of any Southern Highlands policy is prohibited.
9. Any questions regarding solicitation not addressed in this policy should be referred to immediate supervisor.
10. Center facilities may be used for the purpose of solicitation parties with approval of the Chief Executive Officer and may not be used during business hours.