



<b>Policy Title:</b>	<b>Personnel: Solicitations Policy</b>
<b>Policy #:</b>	<b>06-001-0065</b>
<b>Effective Date:</b>	01/ /2025
<b>Approved by:</b>	SCCCMH Board
<b>Functional Area:</b>	Program Operations and Human Resources
<b>Responsible Leader:</b>	Kimberly Prowse, Director of Human Resources and Kathleen Gallagher, Chief Clinical Officer
<b>Policy Owner:</b>	Jody Kruskie, Labor/Employee Relations Manager
<b>Applies to:</b>	SCCCMH Staff

**Purpose:** To provide a safe environment that focuses on the operations of the Agency without the interference of outside solicitation.

### I. Policy Statement

It is the policy of St. Clair County Community Mental Health (SCCCMH) to restrict *solicitation* by employees, vendors' sales representatives, and others to minimize interference with the Agency's operation and to protect the privacy of its staff, visitors, and people we serve.

### II. Standards

- A.** Sales representatives or vendors dealing in SCCCMH supplies, equipment, or services must conduct business in accordance with SCCCMH regulations.
- B.** Fund raising or sales activities (such as SCCCMH's United Way/Red Cross drive, blood drives) sponsored by SCCCMH are considered authorized activities when approved by the Chief Executive Officer and, therefore, are not precluded by this policy.
- C.** Solicitations and/or distribution by employees of printed matter, or solicitation in any manner, including e-mail, for funds, products, services, memberships, or for any other reason on company property is not permitted, except in non-work areas during the non-work time of all involved. The distribution of any literature or other written material within work areas is prohibited. Non-employees are prohibited from solicitation of any kind on SCCCMH premises.

D. Violation of this policy should be reported to the Chief Executive Officer.

### III. Procedures, Definitions, and Other Resources

#### A. Procedures

##### Responsibilities

Position	Responsibilities
<u>Chief Executive Officer/Designee</u>	<u>To ensure solicitations are minimal and appropriate for the operations of the Agency.</u>

##### Actions – Approval Process

Action Number	Responsible Stakeholder	Details
1.0	Employee	1. Submit a request, in writing, to the Chief Executive Officer for approval to distribute printed material or solicit in any way, as defined above, outside of standards.
2.0	Chief Executive Officer/Designee	2. Review to determine that the request would not impair its non-profit, non-sectarian, independent, and non-political status; and to preserve both the fact and appearance of SCCCMH’s impartiality.
3.0	All	3. Report any observed solicitation to immediate supervisor who will be responsible for determining whether such persons are authorized as indicated above. If not authorized, supervisor informs such persons of this policy and advises them that failure to cease may result in appropriate action against the offender. If the offender is an employee, such action may include discipline in accordance with SCCCMH policies. If not an employee, such action may include notification of police/law enforcement personnel.

#### B. Related Policies

—N/A

#### C. Definitions

1. *Solicitation*: The selling or promoting of products, goods, or services; use of

names or other identifying information for the purpose of solicitation; seeking contributions or pledges, and the distribution of printed materials; and conducting membership drives for organizations other than those authorized by the Chief Executive Officer.

2. *Working Time*: The time staff is actually engaged in work and does not include authorized mealtime, break time, or other periods when employees are authorized not to be engaged in work tasks.

**D. Forms**

N/A

**E. Other Resources** (i.e., training, secondary contact information, exhibits, etc.)

N/A

**F. References**

N/A

#### IV. History

- Initial Approval Date: 08/2004
- Last Revision Date: 11/2023 BY: [Jody Kruskie](#)
- Last Reviewed Date: ~~04~~12/2024 BY: Jody Kruskie
- Non-Substantive Revisions: N/A
- Key Words: [Solicitation, sell, contribution, fund-raising, advertising, sale, vendor](#)