

HARRIS HEALTH SYSTEM

Policy No: 3.02
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Effective Date: 12/07/00
Board Motion No: 00.12-508

POLICY AND REGULATIONS MANUAL

TITLE EMPLOYEE SOLICITATION

PURPOSE: To establish the guidelines for solicitation on Harris Health System properties.

POLICY STATEMENT:

Solicitation or the acceptance of donations, by employees or non-employees on Harris Health System's (Harris Health) properties is prohibited except as approved by the President/Chief Executive Officer (CEO) or those sponsored by the Harris Health Volunteer Department or Harris County Hospital District (HCHD) Foundation.

POLICY ELABORATION:

I. DEFINITIONS:

- A. **DONATIONS:** Money or assets acquired without making payment for them in the form of cash, property, or services or by issuance of a new debt or assumption of debt.
- B. **IN-KIND DONATIONS:** Non-monetary goods or services acquired without making payment for them in any form.
- C. **SOLICITATION:** A request or appeal for the purpose of securing a contribution of a person's time, talent, possessions, and/or money for non-Harris Health approved fundraising activities, or organizations that would benefit from the employee's affiliation with the Harris Health System.

II. APPROVAL:

The President/CEO or designee must approve all solicitation on Harris Health System property or on behalf of the Harris Health.

- A. Employees' or organizations solicitation requests must be submitted to the Harris Health's Senior Vice President, Human Resources stating the place, time, and manner of the requested solicitation at least thirty (30) days prior to the activity. The Harris Health Senior Vice President, Human Resources will obtain the President/CEO's approval.

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- B. Harris Health employees' solicitation is limited to Harris Health-supported programs approved by the President/CEO. All cash donations received for approved fund-raising activities conducted on Harris Health premises should be made to the HCHD Foundation, unless the donor desires the donation to be made to the Harris Health System.
- C. Fundraising activities may be coordinated through the Harris Health's Volunteer Department for the purpose of acquiring donations of time and/or in-kind items that support the Harris Health's mission.
- D. Fundraising activities may also be coordinated through the HCHD Foundation for the purpose of acquiring funding and/or in-kind donations that support the HCHD's mission.
- E. Blood Drive and United Way Funding are exempt from provisions of this policy

IV. ENFORCEMENT:

Employees who violate this policy may be subject to disciplinary action up to and including termination. Non-Harris Health personnel shall be reported to Harris Health Security, which shall seek voluntary compliance, and if necessary, refer to Harris County Attorney's Office.

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REFERENCES/BIBLIOGRAPHY:

Harris Health Code of Conduct

Harris Health Policy and Procedures 3.24 Vendor Solicitation.

Harris Health Policy and Procedure 3.42 Conflict of Interest Policy.

OFFICE OF PRIMARY RESPONSIBILITY:

Harris Health Senior Vice President, Human Resources.

REVIEW/REVISION HISTORY:

Effective Date	Version # (If Applicable)	Review/ Revision Date (Indicate Reviewed or Revised)	Approved by:
12/07/00	1.0		Board of Managers (No. 00.12-508)
		Reviewed 11/10/2001	
		Reviewed 11/26/2002	
		Reviewed 11/15/2006	VP, Human Resources
	2.0	Revised and Approved 10/12/2010	Operations Policy Committee
		Approved 02/24/2011	Board of Managers (11.2-23)
	3.0	Revised/Approved 10/13/2015	Operations Policy Committee