

Procedure No. 1-9-3
Replaces Procedure No. 1-9-3

Revised: 02-01-19
Issued: 12-31-93

SUBJECT: Solicitation and Business Activities

PURPOSE: To carry out the mandate of Organization Operations Policy No. 1.

The Woodhaven name, address or phone number should not be used to solicit, coerce, persuade to sell or buy for private purposes. The address shall not be used for personal mail nor the telephone number for personal calls except in cases of emergency.

Only authorized personnel shall charge purchases to any organization charge account. No such charges shall be made for personal items.

The Chief Executive Officer of the facility shall permit no business activities on the premises other than those which are authorized by the Chief Executive Officer as consistent with the health, welfare and safety of the individuals served and compatible with the integrity of the facility.

Woodhaven prohibits solicitations and unauthorized business activities on its premises, whether leased or owned, whether made by employees or by individuals or groups not associated with Woodhaven, except in circumstances as outlined below:

1. Certain recognized charities are permitted to solicit contributions on Woodhaven premises during specified times of the year. All other solicitations of funds or signatures, membership drives, distributions of literature or gifts, and offers for sale of merchandise or tickets by individuals or groups not associated with Woodhaven are prohibited. Instances of such activity shall be reported immediately to the Chief Executive Officer or designee.
2. Solicitations for gifts or expressions of sympathy to fellow employees of their families from fellow employees may be permitted on certain occasions provided the prior approval of the Chief Executive officer is obtained. Requests should be forwarded to the Employee Relations Committee for their referral to the Chief Executive Officer.
3. All activity in violation of the restrictions established in this procedure shall be reported immediately to the Chief Executive Officer.
4. The Chief Executive Officer shall ensure that solicitations authorized under this procedure are conducted so as not to interfere with the rights of those persons served, the duties of employees and the security of the organization.
5. Employees must obtain authorization by the Chief Executive Officer to conduct a personal fundraiser.

Approved by: _____
Chief Executive Officer

Date: _____