

Title:	Solicitation of Vendors by DMC Employees	Page: 1 of 2
Policy No:	1 MRM 003	Effective Date: 05/04/2004

OBJECTIVE

To provide guidelines regarding charitable solicitation activities involving vendors of the DMC or any of its subsidiary organizations.

SCOPE

All charitable solicitation activities at The Detroit Medical Center or its subsidiaries involving current or potential vendors.

DEFINITIONS

1. Charitable Contributions: a payment of goods, services, or money donated out of good will towards others.
2. Ethical Behavior: behavior that demonstrates high moral principles and values in conforming with accepted professional standards and conduct as described in the DMC Ethics of Business Conduct Policy, CG 015 and HR 501.
3. Solicitation: the art of requesting goods, services, or money from someone else for a defined purpose.
4. Vendor: one whose business it is to sell goods or services.

POLICY

The relationship and contact between vendors and The Detroit Medical Center must demonstrate the highest professional and ethical standards. Because there is room to misinterpret the relationship of charitable contributions with the business relationship between the vendor and The Detroit Medical Center, it is essential that charitable solicitations be conducted in the most professional and ethical manner so that even any appearance of impropriety is avoided.

PROVISIONS

1. All charitable solicitation activities on behalf of The Detroit Medical Center, its subsidiaries, and operating units, should be approved by the Executive Vice President/Chief Financial Officer, or his/her designee.
2. The Development Department will coordinate these activities and encourage a rational approach for vendors to support the various charitable interests of The Detroit Medical Center.
3. Vendors are encouraged to establish an annual budget to support The Detroit Medical Center's charitable activities.
4. Approved solicitation activities will be coordinated ethically. Any appearance of quid pro quo in The Detroit Medical Center vendor business relationship should be avoided.
5. Employees of the Materials Resource Management Department should not participate in vendor solicitation programs as they must maintain a "business only" relationship with vendors who might expect favorable treatment in exchange for responding to a solicitation request.
6. Employees and physicians should not solicit vendors for charitable or educational causes that are indirectly related to The Detroit Medical Center mission without the approval of the Senior Vice President - Development, and if approved, should make clear to the vendor that this is not a DMC project.
7. The development staff will monitor and measure these solicitation activities and report results as appropriate.

ADMINISTRATIVE RESPONSIBILITY

The Corporate Director, Purchasing, has responsibility for overall coordination of this policy.

Should exception to this policy be required, individuals in the positions designated below may make such exception. Each exception is to be documented and a copy filed with the Corporate Vice President, Materials Resource Management.

Authorization for policy exceptions can be made by any of the following individuals:

- ◆ President/Chief Executive Officer
- ◆ Executive Vice President/Chief Operating Officer
- ◆ Senior Vice President/Chief Financial Officer

Title:	Solicitation of Vendors by DMC Employees	Page: 2 of 2
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APPROVAL SIGNATURE(S)

Title Corporate Director, Purchasing Date

Title Corporate Vice-President, Materials Resource Management Date

Title Executive Vice-President/Chief Financial Officer Date

REVIEW DATE:
05/04/2007

SUPERSEDES:
04/04/2002
04/04/2000