



SUBJECT:	Personal Shipments
POLICY NO:	IX:20
APPLICABLE TO:	All Employees
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EFFECTIVE DATE:	September 15, 1993
REVISION DATE:	August 1, 2018 (due to name change)

I. POLICY:

The Hennepin Healthcare Research Foundation (HHRI) prohibits non-business use of company materials, services, or resources. Consistent with this position, employees' personal shipping and receiving should not be routed through the HCMC Supply Chain.

II. PROCEDURE:

- A. HHRI employees shall not request the HCMC Supply Chain staff to facilitate personal outbound shipments.
- B. If the HCMC Supply Chain staff suspects an outbound shipment is of a non-business nature, the HCMC Dock Supervisor will contact the requestor to ascertain the nature of the shipment.
- C. HHRI employees shall make every effort to arrange for delivery of personal shipments to their home or a designated address, other than the HHRI shipping address. Processing personal deliveries consumes staff resources, and is in conflict with the above policy statement.