

Policy Title	Posting Notices
Policy Number:	ADM 1.10
Department:	SOMI
Functional Area:	Administration
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2026
Version:	1
Status:	Approved
Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	ADM 1

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. Policy

Posting notices, announcements, and flyers is allowed at Bon Secours St. Mary's School of Medical Imaging (SOMI) as long as authors adhere to the guidance established in this policy.

III. Purpose

To provide guidance to follow when posting notices, announcements, and flyers.

IV. Scope

This policy applies to all SOMI students.

V. Policy Details

Physical Notices

Physical posters, notices, and/or announcements related to student organization meetings and student activities may be posted on the bulletin boards identified for student use. Such communications should be

no larger than 8 1/2" x 11". Additionally, such communications should include the name of the student organization with an official logo (if applicable); the name of the School with the School official logo; date of posting; and contact information such as a phone number and/or an email address of at least one organization member. The School administration reserves the right to remove notices that do not meet the stated criteria. Nothing is to be taped, nailed, tacked, posted, or pinned that may damage the adhered to surface. The School administration also reserves the right to remove notices that are out-of-date or no longer applicable.

If any student or student group desires to post flyers in any other area of the School than bulletin boards designated for student use, the student (group) must first submit the flyer to the appropriate advisor, if applicable. If the advisor approves the flyer, the student (group) must then forward the flyer to the Student Services Coordinator who will review and approve, as the designee for the Dean of Student Affairs. A request should be sent via email to the Student Services Coordinator and the student (group) must state the exact areas of the School where it is desired to post the flyer. The Student Services Coordinator will review the request, make a decision, and then communicate the decision with the student (group).

Electronic Notices

Electronic posters, notices, and/or announcements related to student organization meetings and student activities posted outside of social media must be approved by the Student Services Coordinator. Such communications should include the name of the student organization with an official logo (if applicable); the name of the School with the School official logo; date of posting; and contact information such as a phone number and/or an email address of at least one organization member. A request should be sent via email to the Student Services Coordinator, and the student organization must specify where online they intend to post. Student Services Coordinator will review the request, make a decision, and then communicate the decision with the student group.

If a student organization wants to post on social media, they must follow ADM 3.04, Media Policy News Outlets and Social Media Platforms, found on the School website.

VI. Definitions

None

VII. Attachments

N/A

VIII. Related Policies and Procedures

ADM 3.04 Media Policy News Outlets and Social Media Platforms

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI), a department owned and operated by Bon Secours St. Mary's Hospital of Richmond, LLC, and any party. SOMI, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	5/27/2020	N/A	Revisions and new template.	N/A	Dean of Administration
2.0	4/28/2023	N/A	Revisions and new template.	1.0	Director of Student and Alumni Affairs
2.1	5/2/2023	5/2/2026	Triennial Review	2.0	Dean of Administration
1	4/15/2026	4/15/2029	Reviewed/ Version Changed – BSMH Template Adopted	2.1	Dean of Administration

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.