THIS POLICY MAY BE LEGALLY DESIRABLE

SAMPLE SOLICITATION/DISTRIBUTION POLICY

Working time is, of course, for work. The Company does not permit solicitations or distributions during working time. Prohibited solicitations include, without limitation, collections for other employees during working time; catalog, raffle, ticket, or other sales during working time; charitable or union solicitations during working time; and distribution of literature of any kind during working time. Each employee should strictly observe the following basic, common‑sense policies.

1. Do not solicit or distribute any printed material to any other employee for any purpose at any time during your working time or that employee’s working time. (Working time includes any time that an employee is on the clock but does not include break periods and meal times or other similar specified periods during the workday when an employee is properly not engaged in performing his or her work tasks.)

2. Do not distribute any written or printed materials in any working area at any time.

3. Do not post on the premises, or remove from the premises, any notices, signs, or printed material. The Company maintains an employee bulletin board exclusively for personal announcements, pictures, and want/sale ads, which should be dated and submitted to your supervisor for posting. Postings will be removed after a reasonable period. If you would like a posted item returned to you, please tell your supervisor when you ask him or her to post it.

4. Off‑duty employees should not visit any working area during their off‑duty hours (except that an employee may report for work a reasonable time in advance of the start of his or her scheduled work time).

5. Non‑employees are prohibited from soliciting or distributing any written or printed material of any kind for any purpose on the Company premises at any time. Do not invite or encourage any non‑employee to violate this rule.