

Policies and Procedures # HR 10



Subject: No Solicitation, No Distribution

Department: HR

Approved/Amended On: 11/15/2017, 7/31/2012

Approved By: Riggs/Abney, Legal Counsel Effective Date: 7/31/2012

This policy/procedure supersedes all other policies/procedures of the same subject.

POLICY:

Employees will not be permitted to solicit other employees in any working area during the working time of either employee (excluding authorized breaks such as lunch).

Employees will not be permitted to distribute circulars, handbills, or literature of any other type during the working time of either employee or on Company property. Employees also may not use the Company's intranet or other Company property to advertise or solicit other employees at any time.