



7.5 Solicitation, Distribution and Bulletin Boards

1. No Solicitation or Distribution - The Company limits solicitation and distribution on its premises because, when left unrestricted, such activities can interfere with the normal operations of the organization, can be detrimental to employee efficiency, and can pose a threat to security.

Employees are not permitted to solicit for any activity (unless directly related to an activity sponsored by the Company) while either the employee(s) doing the soliciting or the employee(s) being solicited is/are on working time. "Working time" does not include scheduled breaks or meal periods. Employees are not permitted to distribute literature (i.e., printed matter of any kind) during working time, nor are they permitted to distribute literature in work areas at any time.

Although active solicitation is always prohibited, employees may place information regarding certain fund raising activities such as school, youth or scout programs in employee break areas. The Company reserves the right, at its discretion, to remove any materials at any time.

Persons not employed by the Company may not solicit or distribute literature on Company premises at any time.

Off-duty employees may not access internal Company facilities or other work areas at any time.

2. Bulletin Boards - Bulletin boards are maintained and authorized by the Company and are to be used only for posting or distributing Company notices, business announcements, required legal notices and, in some locations, job postings. Employees may not post any material, nor remove any material from the bulletin boards. Unauthorized material will be removed.

All employees are expected to periodically view the bulletin boards for new and/or updated information, and to comply with any posted rules or instructions.