

No Solicitation/Distribution Policy

Employees must not solicit other employees or distribute literature or printed matter of any kind for any purpose during your working hours unless authorized by the Company. Solicitation does not include mere discussions without a concurrent request for action. Working hours does not include breaks or other off-duty time. Employees are also not permitted to distribute literature or printed matter of any kind at any time in the work areas of the Company. People who do not work for the Company are prohibited from distributing literature of any kind or soliciting employees for any purpose at any time on Company premises.