



## **TEAM MEMBER GUIDE**

### **807 SOLICITATION/DISTRIBUTION**

Solicitation includes, but is not limited to, any verbal or written communication which encourages, advocates, demands or requests a contribution of money, time, effort, or personal involvement or membership in any fund (charitable or otherwise), political, religious, civil, or labour organization of any kind, or the purchase of any merchandise, raffle or lottery tickets, etc. Distribution includes handing out and posting literature or other materials in the workplace.

In an effort to ensure a productive and harmonious work environment, persons not employed by the Company may not solicit or distribute literature in the workplace at any time, for any purpose.

The Company recognizes that Team Members may have interests in events and organizations outside the workplace however, Team Members may not solicit or distribute literature concerning these activities during work time. In addition, the posting of written solicitations on Company bulletin boards is restricted.

If Team Members have a message of interest to the workplace, they must submit it to their Manager and Operational Managers for approval. All approved messages will be posted by the Manager.