

Human Resources Policy: **2.07 Employee Expectations –
Solicitation & Gratuity**

Approved By: **Administration**

Last Reviewed Date: **April 6, 2021**

Policy

SOLICITATION/DISTRIBUTION

It is the policy of SafeSource Direct to control the material distributed, displayed, communicated and presented on Company bulletin boards, computers, and all other Company premises and property. All Company communications including bulletin boards and email are not to be used to solicit or promote commercial ventures, religious or political causes, outside organizations or any other non-job related solicitations. No solicitation, distribution, communication, posting, or displays of information while on working time or in working areas are allowed except as provided by policy.

An exception to this policy may include but is not limited to employees who are actively participating in local non-profit fund raising of charitable organizations (e.g., fundraisers for local School Club/Group, Cancer Foundation/Association, the Scout Association fundraisers, etc.) on behalf of the Organization or immediate family member living in their household may display the fund-raising materials in the break rooms for other employees to review and make purchases. These activities must always take place while on non-working time and in non-working areas.

GRATUITIES

SafeSource Direct expects that all business decisions be made impartially and fairly and not because of any form of gratuity promised to or received by employees. Gifts received from SafeSource Direct customers or suppliers raise the appearance of dishonest or unfair dealings. Accordingly, employees shall not solicit or receive from any customer, competitor or supplier any favors, gifts, loans, discounts, services or other benefits or material goods, with the exception being the receipt of casual gifts or entertainment of nominal value which are customarily offered or considered common courtesy associated with business and industry practices. Employees should exercise good judgment in deciding whether to accept a gift of nominal value or casual entertainment. If uncertain as to how to proceed, seek guidance from immediate supervisor or decline acceptance of the gift or entertainment.