

# **Solicitation and Distribution in the Workplace**

## **PURPOSE**

This policy was established to inform employees about What if Y not Everything's ("WiYnE" or the "company") policy to prohibit peddling, canvassing, soliciting, and distribution of literature of any kind on the Company premises during work time.

## **APPLICABILITY**

This policy applies to all WiYnE Employees and Volunteers, *excluding* those affiliated with a collective bargaining unit.

## **IMPLEMENTATION**

Implementation of this policy is the responsibility of the Department of Human Resources.

## **ADMINISTRATIVE OVERSIGHT**

The Executive Vice President, Treasurer and Chief Operating Officer is the What if Y not Everything Official responsible for the administration of this policy.

## **POLICY**

It is the Company's policy to forbid distribution of advertising material, commercial or charitable solicitations, merchandise catalogs, handbills, or materials of a political or potentially adversarial nature on the premises. An exception is made for Company-approved charitable endeavors. The Company's may also choose to recognize charitable drives as a community-backed effort.

In order to avoid unnecessary annoyances and interruptions during the workday, solicitation by an Employee or Volunteer is prohibited during work time.

Bulletin boards in WiYnE facilities are reserved for WiYnE postings and announcements unless that bulletin board is specially designated for public use.

Non- Faculty Employees (customers) may not trespass, solicit or distribute any kind of written or printed materials on WiYnE premises at any time unless previously authorized.

Employees and Volunteers are prohibited from engaging in the following action in any WiYnE Store, facility or building, on any WiYnE property, during work time or while representing the Company:

1. Selling any product or service, soliciting contributions, or lobbying for political candidates or causes
2. Distributing any kind of written or printed materials (e.g. handbills, pamphlets, advertising materials, etc.) during work time or in work area.
3. Pursuing outside business interests. Using bulletin boards, mail systems, photocopiers, telephone lists or the like for such purposes as stated above.
4. Employees or Volunteers found to be engaging in any of the actions listed above, or any like action, or to be assisting a vendor or another Employee or Volunteers to engage in the same are subject to actions outlined in the Performance Improvement Process Policy, up to and including termination.

### **AT-WILL EMPLOYMENT NOT AFFECTED**

Notwithstanding anything to the contrary stated in this policy, nothing herein is intended to alter the at-will status of any employee. What if Y not Everything at all times retains the right to terminate any employee at any time for any lawful reason, or for no reason at all.