

POLICY NAME NON-SOLICITATION POLICY

POLICY NUMBER 2.5.20

CATEGORIES

DATE PROPOSED: 11/8/18

DATE OF VOTE: 1/16/19

ACCEPT (Y/N): Y

The Municipal Ice Complex (MIC) Solicitation Policy outlines restrictions for distributing materials and soliciting funds, donations, business opportunities and signatures in activities or groups.

This policy applies to all employees as well as external visitors, partners and patrons that may be on MIC premises during working hours.

This policy does not refer to any kind of work-related matters, including:

- Employees can discuss and request assistance or participation in work-related projects.
- Third party contractors who are Huntsville Skating School and Training Academy (HSSTA) sanctioned coaches are permitted to solicit business from MIC patrons in accordance with Professional Skaters' Association (PSA) and United States Figure Skating (USFS) guidelines (see Policy 4.2.3).
- Discussions that fall under the purview of laws protecting unionizing are also excluded from this policy.

Workplace refers to any area on premises where employees work. This definition excludes the employee break room and other places where employees don't usually carry out their job duties.

Working hours are any times during which an employee is expected to carry out their job duties. This definition excludes meal or rest breaks.

Solicitation is any form of requesting money, support or participation for products, groups, organizations or causes which are unrelated to our company. These include but are not limited to:

- Seeking funds or donations for a non-profit organization
- Asking for signatures for a petition
- Selling merchandise or services
- Requesting support for a political candidate
- Engaging in religious proselytism

Distribution refers to disseminating literature or material for commercial or political purposes.

Non-employees are strictly prohibited from engaging in any of these forms of solicitation and distribution on company premises, unless previously authorized by the Senior Facility Manager (SFM).

Former employees are prohibited from soliciting customers or other employees for business purposes and to their benefit in and outside of company premises.

Employees may solicit from colleagues only in these instances:

- To ask for help in organizing events for another employee (e.g. adoption/birth of a child, promotion, retiring.)
- To seek support for a cause, charity or fundraising event sponsored, funded, organized or authorized by the MIC.
- To invite colleagues to employee activities for an authorized non-business purpose (e.g. recreation, volunteering.)

- To ask colleagues to participate in employment-related activities or groups protected by law (e.g. trade unions.)

In all cases, employees may not disturb or distract colleagues from their work.

These forms of offensive solicitation or solicitation for personal profit are also prohibited:

- Selling goods for personal profit.
- Requesting support or funding for political campaigns.
- Unauthorized posting of non-work related material on MIC bulletin boards.
- Solicitation or distribution of non-business literature towards customers, partners and vendors.
- Proselytizing others to groups or initiatives that violate non-discrimination and equal opportunity policies.

Employees have the legal right to refuse assistance or participation to any kind of activities or organizations and therefore should not be forced or harassed to support fundraising events, collections, purchasing of merchandise or other activities.

Employees may refer any questions or concerns to their supervisor or the Personnel Administrator.

COMMENTS: