


Human Resources	Document No.	Revision Level:	 zippo [®] <small>MANUFACTURING COMPANY</small>
Description: SOLICITATIONS, DISTRIBUTIONS AND POSTINGS OF MATERIALS POLICY	Issuer:		
	Revised By:	Revision Date: 12/28/2017	

1.0 PURPOSE

1.1 In order to minimize distractions in the workplace, the Company limits the situations when employees may solicit for outside causes, distribute documents and other materials for outside causes, and post documents and other materials for outside causes on Company property.

2.0 RESPONSIBILITIES

2.1 Employees may not solicit during work time. Solicitation includes, but is not limited to, approaching someone in person or through the Company's System (as defined in the Electronic Information and Acceptable Use Policy) in order to: (a) offer anything for sale; (b) ask for a donation; (c) collect funds, pledges, or similar benefits; (d) distribute or deliver membership cards or applications for an organization; or (e) attempt to promote, encourage, or discourage participation in or support for any organization, activity or event, or membership in any organization. For the purpose of this Policy, work time includes any time in which either the person doing the soliciting (or distributing) or the person being solicited (or targeted for distribution) is working or required to be working. Work time does not include a time when all of the involved employees are on a meal or rest break.

2.2 Employees may not distribute materials during work time or in work areas. Distributing materials includes, but is not limited to, handing out or otherwise providing to another person any literature or other materials including circulars, notices, papers, or leaflets (except that distributing or delivering membership cards or applications for any organization is considered solicitation and not distribution.)


2.3 Employees may not post materials at any time on Company-owned bulletin boards or other physical Company property.

2.4 In limited situations, the Company will make exceptions to the above-rules for certain established charitable or philanthropic causes, and where the exception will not create a significant distraction in the workplace. If an employee wishes to request such an exception, the employee must contact the Human Resources department before engaging in any unauthorized solicitation, distribution, or posting and the Human Resources department will handle all distribution.

CONTROLLED DOCUMENT: DO NOT DUPLICATE! This document was printed on 12/19/2018.

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2.5 This Policy does not encompass any activity that falls within the employee’s regular job duties. Any violation of this Policy may result in discipline, up to and including discharge.

3.0 REFERENCES

3.1 Employee Handbook

3.2 Electronic Information and Acceptable Use Policy

4.0 APPROVAL AUTHORITY

WRITTEN / REVISED BY	APPROVED BY	APPROVAL (Initials/Signature)	DATE
	Bruce Gallagher		
	Bunny Comilla		

5.0 REVISION HISTORY

REV. #	REV. DATE	SCN No.	REVISED BY	CHANGES