



Human Resource Policy Manual

Subject: Solicitation Policy

HR Policy: 350

Effective Date: 05/01/05

Revision: Revision Date: Page 1 of 2

Board of Directors Approval: 03/12/05

MSHS Policy Council Approval: 04/02/05

This Policy has been drafted as a guideline for our employees. Final interpretation of the items discussed will be governed by the applicable procedure statements and the Human Resources Department. It shall not be construed to form a contract between our employees and the operating units of Texas Migrant Council, Inc. Texas Migrant Council, Inc. reserves the right to alter, rescind, or change any part or section of this Policy unilaterally and without prior notice.

1.0 PURPOSE

This policy has been drafted as a guideline for our employees on solicitation, collections, petitions and literature distribution.

2.0 SCOPE

The purpose of this policy is to outline the Company's position regarding solicitation, collections, petitions, and the distribution of related literature by employees or non-employees.

3.0 RESPONSIBILITY

Administration of this policy is the responsibility of the Human Resources Department. Enforcement of this policy is the responsibility of all managers and supervisors at Texas Migrant Council, Inc.'s locations.

4.0 DEFINITION

4.1 Working Time - refers to that portion of the working day during which the employee is supposed to be performing actual job duties; it does not include such times as break times, lunch times or times before and after normal working hours.

4.2 Non-Work Areas - refers to areas such as washrooms, parking lots, and cafeterias.

4.3 Non-Employees - refers to persons who are not employed by the Company.

5.0 GENERAL

5.1 In order to prevent disruptions in the operation of the Company, and in order to protect employees from harassment and interference with their work, the following rules regarding solicitation for any product or purpose and distribution of literature on Company property must be observed. Violation of these rules may be cause for appropriate disciplinary action up to and including termination of employment.



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- 5.2** During working time, no employee shall solicit or conduct any outside business involving patronage on the part of another employee for any purpose. This also includes the distribution of literature. That is, an employee who is on working time **cannot** solicit, or distribute literature to another employee and an employee who is on non-working time **cannot** solicit, or distribute literature to an employee who is on working time.
 - 5.3** No employee shall distribute unauthorized literature to another employee for any purpose at any time in work areas of the Company.
 - 5.4** In general, the Company does not permit plant-wide or office-wide collections for charitable or other purposes. In certain instances, collections could be authorized for cases of serious injury or catastrophe or for specific, designated community services.
 - 5.5** Petitions in any form or solicitation for signatures will not be permitted during working time.
 - 5.6** Non-employees cannot distribute literature or solicit employees or visitors at any time for any purpose on Company property.
 - 5.7** Employees who fail to conform to this policy are subject to corrective disciplinary action, which may include termination of employment.