



2.20 Anti-Solicitation Company Policy

Policy brief and purpose.

Our solicitation company policy outlines our restrictions for distributing materials and soliciting funds, donations and signatures in activities or groups. It is the policy of REDSW to prohibit solicitation and distribution on customer premises because when left unrestricted, such activities can interfere with the normal operations of REDSW, can be detrimental to efficiency, and the business operation.

This policy applies to all employees and (Contractors including drivers) as well as external visitors, partners and customers that may be on company premises during working hours.

“Working hours” is the time during which a person is expected to carry out their job duties. This definition excludes meal or rest breaks.

Policy elements

Solicitation is any form of requesting money, support or participation for products, groups, organizations or causes which are unrelated to REDSW. 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
- Engaging in religious proselytism, (this refers to the attempt of any religion or religious individuals to convert people to their beliefs, or any attempt to convert people to a different point of view, religious or not)

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

Non-employees

All of these forms of solicitation and distribution are strictly prohibited for non-employees on company or customer premises. Former employees and Contractors are prohibited from soliciting customers or other employees or contractors for business purposes and to their benefit in and outside of company premises. The REDSW may require employees and Contractors to sign a non-solicitation agreement before they leave the company.

Employees and Contractors

Employees and Contractors may engage in solicitation and distribution under conditions.

They may solicit:

- Participation (active or monetary) in organizing events for another employee or Sub -Contractors. Those events include adoption/birth of a child, promotion, retiring, death, mourning and more.

We won't accept soliciting and distributing that hinders productivity or is disruptive, offensive or obscene. For example, we prohibit the following:

- Selling goods for personal profit
- Requesting support or funding for political campaigns
- Unauthorized posting of non-work-related material on company 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

This policy applies in the same manner to all individuals or groups. Our Company and managers Must not allow one group or person to engage in solicitation, while excluding others. Employees and Contractors may refer any questions or doubts to the Company Director or on-site Manager.

Consequences

We may take action resulting in termination for employees in violation of this policy and We make action, such as withdrawal of SLA, in relation to self – employed contractors in breach of this policy.

Issues that may trigger such actions include but are not limited to:

- Soliciting in our workplace during working hours for illegitimate reasons.
- Making colleagues uncomfortable by being overly persistent
- Distributing material that contain hate or other offensive speech
- Embezzling or mishandling donations by other employees or Contractors for events or Causes