

## **Solicitation and Distribution On Company Property**

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<b>Policy Owner</b>	Brightspeed Human Resources
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<b>Effective Date</b>	September 30, 2023
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### **1 POLICY OUTLINE**

This policy covers:

- Prohibition of solicitation and distribution on company property
- Use of bulletin boards on company property

### **2 SCOPE**

This policy applies to all Brightspeed employees. If guidance conflicts with applicable law or an applicable Collective Bargaining Agreement, the local law or Collective Bargaining Agreement will govern.

### **3 DEFINITIONS**

- Company Property -- Company Property includes all Brightspeed facilities (whether owned or leased) and all Brightspeed-provided vehicles and equipment that are either leased or owned by the company.

### **4 DISTRIBUTION AND SOLICITATION ON COMPANY PROPERTY**

To ensure the efficient operation of Brightspeed business and to prevent disruption to employees, solicitation is prohibited on company property. Specifically, the following limitations apply to the solicitation of employees, distribution of written material, and entry onto the premises and work areas:

- Employees cannot solicit or promote support for any non-company sponsored cause or organization during their working time or to a fellow employee during that employee's working time.
- Employees cannot distribute or circulate any written or printed material for any non-company sponsored cause or organization (i) in work areas, (ii) during their working time, or (iii) to a fellow employee during that employee's working time.

- Employees are not permitted to put stickers, signs or other designations/marks on Company Property, even if it's temporary and could be removed following their work shift.
- Note: Employees may communicate about events or causes sponsored by the company, such as Brightspeed Cares or volunteer events, during work time and as directed by the program sponsor or the Community Impact team.

## **5 USE OF BULLETIN BOARDS AND OTHER POSTING AREAS ON COMPANY PROPERTY**

Brightspeed maintains bulletin boards to communicate company information to employees and to post notices required by law. Any other material is prohibited. Only designated Brightspeed officials can place material on or remove material from the bulletin boards.

## **6 ENTRY OF THIRD PARTIES ON COMPANY PROPERTY**

Our facilities are not open to the public. Entry to our facilities is limited to company employees, vendors, partners and customers who have a business reason for being on site. Individuals from outside the company may not solicit company employees or distribute written material on company property at any time. Any requests from outside individuals or organizations to sell merchandise, solicit contributions, distribute literature, arrange displays, speak to employees or use Company Property for any reason should be referred to Human Resources.

If you have questions about these rules, ask your manager or submit a ticket to AskHR.

## **7 POLICY REVISIONS**

Brightspeed may change, revoke or supplement this policy at any time without notice, subject to any applicable laws and Collective Bargaining Agreements.

**Policy Owner:** Brightspeed Human Resources

**Last Update:** September 30, 2023