

# Tender Care Medical Services, Inc.

## POLICY & PROCEDURES

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Title: Solicitation and Distribution of Literature

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Original Issue Date: 10/01/2025

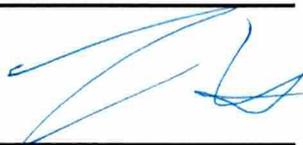
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Revision Date:

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Originating Department: Human Resources    Approved By: 

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### **Purpose:**

To establish guidelines regarding solicitations and the distribution of literature on Company property and to avoid disruption of company operations, healthcare operations and disturbance of our patients.

### ***DEFINITIONS:***

#### *Working Time*

Includes the working time of both the employee doing the soliciting or distributing and the employee to whom the soliciting or distributing is directed. Working time does not include break periods, mealtimes or any other specified periods during the workday when employees are properly not engaged in performing their work.

#### *Working Area*

All areas on Company premises, except employee lounges, lobbies and parking areas.

### **Policy:**

In the interest of maintaining a proper business environment, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any cause during working time or in working areas. This includes the working time of the employee doing the soliciting or being solicited.

Employees are also prohibited from distributing literature or any other material of any kind in working areas at any time or in non-working areas while the employee distributing the

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literature or material or the employee who is the intended recipient of the literature or material is on duty.

This prohibition against soliciting other employees covers telephonic equipment including cell phones, voicemail, email, the Internet, computers, or other related equipment for the purpose of soliciting others for preparing, duplicating or distributing literature to other employees or non-employees.

Bulletin boards are intended to communicate information relating to official Company announcements, employment laws, job postings and other official business. Posting sales of personal items or other activities is prohibited.

Individuals not employed by the Company are prohibited from distributing material, including leafleting vehicles in the parking lots on the Company's property, or soliciting any individual on Company premises, including but not limited to employees, consultants, patients, visitors, family members, for any purpose, except for persons engaged in bona fide business-related activities.