

GRAYSON RURAL ELECTRIC COOPERATIVE CORPORATION
GRAYSON, KENTUCKY

BOARD POLICY NO. 519

SUBJECT: SOLICITATION OF EMPLOYEES AND DISTRIBUTION OF LITERATURE

I. OBJECTIVE

- A. To prohibit interruption of employee work time.
- B. To control solicitation of donations, product sales, and distribution of literature by employees during work time and,
- C. To control/prohibit solicitation of donations, product sales, and distribution of literature by non employees and to limit access to the work place.

II. POLICY

- A. Employees shall refrain from soliciting other employees during the work time of either employee. Employees who have items to sell are encouraged to do so at lunchtime, break time or before and after work. At no time is an employee to be interrupted during interaction with a member or customer.
- B. Employees shall refrain at all times from distributing any literature in any work area. Literature may be distributed in non-work areas during non-work time.
- C. Solicitation, sales of products or distribution of any literature by non-employee is expressly forbidden on Cooperative premises and in work areas as defined below. If non-employees feel they have a product, service or information that might be useful or interesting to Cooperative personnel, application for permission can be made to the office of the President and CEO.
- D. "Work Time" defined -- Work time includes all time in the employees' normal work day and includes all time when an employee is 'called out" after the normal work day. However, break periods and lunch or other meal periods are not considered work time.
- E. "Work Area" defined -- Work area includes all the facilities of the Cooperative, except the lounge area and linemen's room. Work area shall also include line maintenance or construction sites, substations, or any other area wherein employees of the Cooperative are engaged in field operations.

III. RESPONSIBILITY

- A. The President & CEO shall be responsible for the enforcement of this policy.
- B. Each Department Head shall be responsible for enforcing this policy with their respective areas of authority.


Roger L. Trent, Chairman


Bill E. (Eddie) Martin, Secretary/Treasurer

Date Adopted: 2/20/87
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