



## **POLICY:**

As a part of our continuing effort to avoid disruptions in our operations, interference with work, and inconvenience to our employees and customers, we have implemented the following rules addressing solicitation, distribution, and sales of goods and services of any kind on Chatham Area Transit Authority (CAT) property. Chatham Area Transit Authority property is defined as any property (including vehicles) owned or leased in whole or part by CAT from which our employees work or from where we conduct business or keep equipment. These areas can include driveways, parking lots, break rooms, hallways, all vehicles and office areas.

Please remember that because we share space with and operate equipment owned by others including our clients, there may be rules in addition to those set out below that apply to your facility or vehicle. If you have any questions about what is or is not allowed, please feel free to contact your facility management for guidance and sources of further information.

Solicitation and distribution of literature by non-employees for any purpose is not permitted on CAT property at any time without prior approval.

Solicitation and distribution of literature by employees is not permitted on CAT property in work areas during work time.

Sales of goods and services by employees for personal gain are not permitted on CAT property.

Solicitation and distribution of literature by employees is permitted in non-work areas during non-work time. Non-work areas include break rooms, employee parking lots and locker rooms.

Bulletin boards are for official CAT notices only unless designated by CAT for another purpose. Official bulletin boards are not be used for any other purpose.

Work time includes all time when an employee is actually on duty working. This includes pre-trip and post trip inspections and can include waiting time while in a vehicle in service. Work time excludes lunch periods and other breaks (paid and unpaid) as well as other similar times when an employee is at work or in a vehicle but not working. Work areas can include parking lots and driveways where vehicles regularly operate. Again, please feel free to contact your facility management for guidance and further sources of information.

From time to time we may permit, on a limited basis, outside vendors to offer our employees group services and benefits. All inquiries concerning the times and dates upon which such offers may be permitted should be referred to the Executive Director/CEO at (912) 629-3925.

Nothing in this policy diminishes Chatham Area Transit's efforts to support the various charitable organizations CAT sponsors from time to time. CAT interprets and enforces this policy in a manner consistent with all applicable laws and client requirements.

For further information, please contact: Executive Director/CEO at (912) 629-3925.

## **APPLIES TO:**

All employees of Chatham Area Transit Authority.