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| DEPARTMENT: HUMAN RESOURCES – EMPLOYEE CONDUCT | POLICY DESCRIPTION: SOLICITATION AND DISTRIBUTION OF LITERATURE |
| APPROVED:                                      | REVIEWED:   |
| REPLACES:                                      | RETIRED:  |
| ADOPTED:                                       | REVISED: 11/21/17   |
| Page 1 of 1                                    | REFERENCE NUMBER: C-IV-16                                       |

SCOPE: All ARH employees

PURPOSE: To maintain a proper business environment and prevent interference with work and inconvenience to others.

POLICY: It is the policy of Appalachian Regional Healthcare, Inc., (ARH) not to permit employees to distribute literature or printed materials of any kind, sell merchandise, solicit for any other cause during working time, except as provided in this policy.

PROCEDURE:

I. Employees

Employees may orally solicit other employees only when both the soliciting employee(s) and the employee(s) being solicited are on break. Employees who are not on working time (e.g. those on lunch hour or breaks) may not solicit employees who are on working time for any cause or distribute literature of any kind to them. Furthermore, employees may not distribute literature or printed material of any kind in work areas at any time.

II. Non-employees

Non-employees are prohibited from distributing material or soliciting employees on company premises at any time for any purpose other than legitimate ARH business interests.

III. Union activities

This policy also applies to union-represented employees unless otherwise agreed in a collective bargaining agreement or contrary to an established past practice.