



Solicitation Policy

Home Instead prohibits the solicitation, distribution and posting of materials on or at Home Instead property by any employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by Home Instead management and Home Instead-sponsored programs related to its products and services.

DEFINITIONS:

“Workplace” refers to any area on premises where employees work (offices, meeting rooms, reception, client homes, etc...). This definition excludes areas such as break rooms where employees do not usually carry out their job duties. “Working hours” are any time during which an employee is expected to carry out their job duties. This definition excludes meal or rest breaks where work is not being performed.

“Solicitation” is any form of requesting money, support or participation for products, groups, organizations or causes which are unrelated to our company. These include but are not limited to:

- Seeking funds or donations for a non-profit organization
- Asking for signatures for a petition
- Selling merchandise or services
- Requesting support for a political candidate
- Engaging in religious proselytism

“Distribution” refers to disseminating literature or material for commercial or political purposes.

PROVISIONS:

Non-employees may not solicit employees or distribute literature of any kind on Home Instead’s premises at any time.

Employees may not invite non-employees to or permit non-employees in Home Instead work areas (including client homes) unless they have prior management approval or as part of a Home Instead-sponsored program. These visits should not disrupt workflow. When permitted, the Home Instead employee must accompany the non-employee at all times. Former employees are not permitted onto Home Instead property except for official Home Instead business.

Employees may not solicit other employees during work times, except in connection with a Home Instead approved or sponsored event.

Employees may not distribute literature of any kind during work times, or in any work area (including client homes) at any time, except in connection with a Home Instead-sponsored event.

The posting of materials or electronic announcements are permitted only with approval from Home Instead management. Violation of this policy should be reported to Human Resources.

Care Bridge Home Care, Inc dba Home Instead

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