

Policy and Procedures

Title: Solicitation / Distribution

Date issued / last revision: September 1, 2002

Date effective: Immediately

Solicitation / Distribution

Statement:

It is Cooperstown Medical Transport, Inc. (CMT) policy to create and maintain a workplace in which employees may concentrate on assignments without the distraction of solicitation or media distribution.

Purpose:

This policy is to limit employee exposure to unnecessary and inappropriate solicitations and distributions.

Scope:

This policy applies to all employees, full time, part time and interns.

Policy:

1. No solicitation or distribution of any kind by employees will be permitted during working time unless approved by management.
 - a. Working time refers to that portion of any day in which an employee is on paid time to be performing actual job duties.
 - b. This rule must be strictly enforced to avoid the disruption of operations.
2. Non-employees will not be permitted on the Company premises at any time for the purpose of soliciting for any cause, or distributing literature for any purpose unless pre-approved by management.