

	PERSONNEL POLICIES AND PROCEDURES	
	SUBJECT: <b>Solicitation and Distribution Policy</b>	EFFECTIVE DATE: 8/22/2011
	POLICY NO. <b>401</b>	REVISION DATE: 2021  Page 1 of 2
ALL REVISIONS ARE MARKED BY AN ASTERISK (*)		

*This Policy covers all non-union associates employed by Perdue Farms, Inc. and all its subsidiaries and, where required by law, applicants for these entities.*

## I. POLICY

- A. Solicitation and/or distribution of literature and other materials on Company property by non-associates is strictly prohibited at all times.
- B. Associates are not permitted to engage in solicitation and/or distribution activities on behalf of any cause or organization during their own working time or to a person who is on working time, and are not permitted to distribute literature or other materials in work areas at any time. This includes, but is not limited to, the circulation of petitions or other literature; the solicitation of memberships in or donations to organizations; or the sale of tickets, magazines, and merchandise (i.e., cookies, candy bars, candles, makeup, etc.). For purpose of this policy, working time is time you are actually working or are scheduled to be working. The working time restriction does not apply to non-working time, such as breaks, meal periods and before and after work.
- C. The posting and/or removal by associates of literature and other materials on Company bulletin boards is prohibited, unless associates are authorized to do so as part of their job duties. These bulletin boards display important Company-related information, and associates should consult them frequently for:
  - \* Associate and Company announcements
  - \* Production data
  - \* Workers' compensation insurance and other benefits information
  - \* Federal/state/local employment laws and procedures
- D. For those Company facilities that maintain associate bulletin boards, associates shall present postings to the Human Resources Manager, who shall confirm that each is limited to a single 8.5" x 11" page and posted for 10 business days (unless a shorter time period is requested by the associate).
- E. Each Company facility is permitted to engage in and make requests for charitable and humanitarian contributions on behalf of up to three local charities in addition to those sponsored by the Company.

## II. RESPONSIBILITY

The Vice President of Human Resources retains the authority and responsibility for this Policy. Questions concerning the meaning or interpretation of this Policy should be referred to the appropriate Director of Human Resources. Any circumstances that require a waiver

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from the Policy must be coordinated through the appropriate Director and Vice President of Human Resources.