

Peaceful Valley Donkey Rescue Political Policy

- Employees are encouraged to be involved in the political process and will be accommodated to vote on election day [before, during or after work hours].
- Employees are prohibited from campaigning for a candidate or specific party during work hours.
- Employees cannot use their position within the company to coerce or pressure subordinates, staff members, vendors, or suppliers to support and/or make contributions to a particular candidate or political cause.
- Employees may not use company assets or equipment (bulletin boards, copy machines, telephones, computer, email) to support a particular candidate or party.
- Employees are prohibited from harassing coworkers, vendors and customers for their political beliefs.
- Employees who choose to participate in political activities during work hours must ask for time off in advance and use available [vacation, PTO, or non-paid leave] for their absence.
- No person can engage in any form of political activity on company premises during work hours at any time. Any political activity outside of work hours *on company premises* must receive written consent by [the executive team].
- In the event a company facility is used as a campaign ground for a political figure, employees are not required to attend.
- Employer-sponsored social media accounts will not be used to post political viewpoints or opinions. Any such misuse may be subject to disciplinary action.
- Employees may not wear political paraphernalia (logos, buttons, t-shirts, hats, etc.) to work, especially in positions that frequently interact with the public.
- Employees may not wear work-related paraphernalia to political rallies or functions that may imply the Company's support for that candidate and/or party.
- Any political discussion that causes an employee to feel discriminated against, retaliated against or bullied is strictly prohibited and may be subject to disciplinary action.