

Solicitation and Advertisement Policy

At Ryla, we continually strive to maintain our reputation for setting the highest standards of conduct in all aspects of our business, and for maintaining a professional appearance in our workplace environment.

As we've grown, the number of solicitations, advertisements and sale of goods and services on our campus has increased significantly. While many of these requests might be of interest to some employees, we simply do not have the resources to vet and monitor such activities on an ongoing basis without taking time from our primary reason for being, which is to provide excellent interactions on behalf of our clients.

Effective immediately, only company-approved postings and activities are allowed on the premises. Such postings are to be cleared through the Marketing Department prior to posting. Questions regarding this policy should be directed to the VP, Marketing, at marketing@ryla.com

Ryla prohibits unauthorized solicitation for sale or distribution of material or information during an employee's work time. Work time is defined as any time when the employee being solicited is supposed to be at work. Employees normally receive two fifteen-minute breaks per day on clock and a one-hour lunch break. Lunch time is not considered work time for purposes of this policy. Employees are not to be interrupted at the worksite in person or by telephone during their work-time.

Ryla does not endorse or recommend any product or service for purchase or use by its employees. All such purchase and use is solely at the employee's discretion. Human Resource Services is, however, permitted to support in various ways and facilitate representations to employees from the vendors of its primary benefit components such as the authorized primary retirement programs and the health care insurance provider. Such support and facilitation, however, does not represent endorsement or recommendation with regard to any particular product or service provided by a primary benefit vendor.

The following procedures must be followed by all solicitors for products and services not identified in the preceding paragraph:

1. The benefit offered must be of significant interest to a wide range of Ryla employees.
2. Providers on Ryla's Preferred Vendor list will be given priority for any vendor fair or other such events
3. The proposed vendor must have the capacity (a) to offer the product or service to Ryla employees and (b) to service said employees.
4. The proposed vendor goods or services should not compete with a current Ryla client's services, nor in any way compromise Ryla's contractual customer agreements
5. The proposed benefit must be appropriate for Ryla to undertake and must be related to some aspect of our industry and/or the life of most employees.

6. The benefit program must not conflict with the general purposes Ryla or any of its established policies.
7. The cost for the benefit must be lower than that available to the general public.
8. Vendor will abide by all Ryla facility policies and procedures
9. Vendors will be provided with the Ryla logo, marks and style guide and must strictly adhere to proper usage of the Ryla brand in its print and other materials.
10. Any media involvement must be arranged in advance
11. The product or service must be of high quality and the vendor must maintain a reputation for honesty, reliability and voluntary compliance with the law.
12. The direct and indirect costs related to developing and administering the program shall be assumed by the vendor to the extent possible. In any case, to the extent possible, the vendor shall be responsible for costs related to the promotion of the program to the membership. As part of the promotion, the vendor shall assume costs related to any promotional materials, which must be pre-approved prior to distribution
13. Ryla marketing shall have final copy approval on any and all promotional literature prepared by the vendor. No copy may be published or distributed without approval of the VP of Marketing
14. The approval of such programs shall in no way imply Ryla endorsement of vendors, products and/or services over similar products or services offered by other vendors.
15. All terms of the benefit program must be set forth in a written agreement between Ryla and the vendor. This agreement shall include a specific expiration date and options to continue. In addition, the vendor must agree to hold Ryla harmless from any claims arising out of, or related to, the vendor's service or product, or the offering thereof.
16. Ryla will not provide to any vendor information on names, addresses, telephone numbers, or e-mail addresses of employees. Ryla cannot bar the receipt or fail to deliver valid U.S. mail, telephone calls, or e-mail messages utilizing name and address information obtained from sources outside of Ryla. The handling of any such communications is at the sole discretion of the employee.