

NON-SOLICITATION & NON-DISTRIBUTION



DESCRIPTION

The objective of Schneider's Non-Solicitation and Non-Distribution Policy is to promote a positive work environment and protect associates from unnecessary interruptions and annoyances.

PRINCIPLES

Associates are prohibited from distributing non-Schneider leader created documents or literature in working areas during working time. In addition, associates are prohibited from engaging in any type of solicitation during working time. Working time is defined as the time an associate is engaged or should be engaged in performing his/her work tasks for Schneider and includes both the associate's own working time as well as the working time of the recipient(s) of the solicitation. These principles apply to solicitation by any means, including but not limited to electronic means (such as by e-mail, text, Skype™, Microsoft Teams®, Zoom, LinkedIn®, or other social media platform).

Schneider bulletin boards are exclusively for the use of the Company. Only leaders may post items on Schneider's bulletin boards, walls, bathroom stalls, Company equipment or in other Company areas. Solicitation or distribution of material by non-Schneider associates is prohibited. Associate Relations will determine what is and what is not appropriate to be posted in any Schneider break room or bulletin board. Please direct any questions on the subject to any member of the Associate Relations team.

Nothing in this policy is intended to prevent an associate who is an individual contributor from engaging in concerted activity protected by law or to interfere with, restrain, or prevent an individual contributor associate communications regarding wages, hours, or other terms and conditions of employment. Individual contributor associates have the right to engage in or refrain from such activities during non-working time without influence or interference from management.

SUPPORT OF CHARITABLE ORGANIZATIONS

Associates occasionally support a *non-profit charitable* organization by selling candy, food or other merchandise at work as part of a fund drive (schools, Scouts, charities etc.). In these situations, it is acceptable to place small amounts of such merchandise in a non-working location (break area) for associates to purchase during non-working time. Schneider is not responsible for any lost or stolen items. Associates cannot be approached directly (in person or by paper or electronic means) with a request to purchase or participate. The distribution or display of any fundraising forms that require associates to provide personal information—such as names, phone numbers, email addresses, or other contact details—is prohibited. The sale of merchandise for commercial organizations or for personal gain (such as Pampered Chef, Thirty-One, etc.) is prohibited on company property and during working hours. Consistent with the prohibitions listed above, associates may not post anything related to non-profit charitable or for-profit endeavors on company bulletin boards, walls, bathroom stalls, on company equipment or in other company areas.

Associates or departments that have a desire to conduct an on-site fundraiser to assist a co-worker in need should contact the Schneider Foundation and ask if the Giving Orange Fund can be used to help associates in need by sending an email to foundation@schneider.com.

COMPANY SUPPORT OF NON-PROFIT CHARITABLE ORGANIZATIONS

At the corporate level, Schneider supports charitable organizations with funds from the Schneider Foundation, and through the Schneider Foundation's Orange Outreach Volunteer Program. The Foundation may also organize company sponsored activities that benefit non-profit charitable organizations. Literature and information regarding these company sponsored activities are permitted in non-working locations. The Schneider Foundation is permitted to send communications to associates via email, TEAMS messages, etc. regarding the Foundation, Foundation events and/or about the Orange Outreach Volunteer Program.

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DO THIS, NOT THAT

Do:

- Do ensure that only Company-sponsored activities are posted on Schneider bulletin boards.
- Do ensure all associates understand that participation in non-profit charitable organizations is absolutely voluntary.
- Do direct community organizations asking about contributions to the Schneider Foundation website (<http://www.schneider.com/company/about/the-schneider-foundation>) where they can find contact information.
- Do notify Associate Relations if you are contacted by any organization wishing to hold a non-Schneider event at a Schneider location. Such events are not permitted, and Associate Relations needs to be informed of the request.
- Do contact the Schneider Foundation if a group of associates or a department wants to assist an associate and/or family member in need (e.g., significant illness, fire damage to residential property, etc.) or wants to support a volunteer opportunity.

Do Not:

- Do not distribute non-Schneider leader approved literature during working time or at any time in work areas.
- Do not engage in any type of solicitation during any employee's working time ("working time" includes both your working time and/or the working time of other associates); do not solicit electronically during working time.
- Do not schedule a charitable event or activity at Schneider that is not pre-approved by the Schneider Foundation.
- Do not sell product from 'personal for profit' business (e.g., Pampered Chef, Thirty-One, etc.) or any other business on company property, during working time.
- Do not solicit tangible or intangible donations or gifts from fellow associates.
- Do not approach fellow associates to purchase items you are selling for non-profit charitable organizations.
- Do not send emails about non-Schneider activities using Schneider group code emails.
- Do not use a Schneider logo or the word Schneider in any communication related to a non-Schneider activity.
- Do not put non-Schneider solicitation posters or print communications around the building, your department, on doors, company bulletin boards, walls, bathroom stalls, on company equipment or in other company areas.
- Do not allow non-associates to solicit or distribute any material on Company property at any time. Do not post information about any services or promotion of sales for personal, friends or commercial organizations.
- Do not distribute non-Schneider literature, flyers, cards or any other physical materials in working areas or on any Company property during working time.
- Do not use bulletin boards for personal use; bulletin boards are exclusively for the use of the company.

EXCEPTIONS

In addition to the Schneider Foundation activities listed above, Schneider does participate in the United Way, per exception allowed by law. However, associates are never required and should not be pressured to participate.

FOR MORE INFORMATION

For more information regarding this policy please speak with your direct leader or contact Associate Relations.

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