**POLITICAL ACTIVITY POLICY**

**PURPOSE**

[EMPLOYER'S NAME] is dedicated to conducting business responsibly and in compliance with all applicable laws and regulations related to the use of company funds, assets, and resources in connection with political activities.

To support this commitment, employees are encouraged to:

* Take an active role in promoting good governance and civic responsibility in their local communities.
* Engage in political activities in their personal capacity, provided such activities do not involve [EMPLOYER'S NAME]'s time, funds, or resources and are not conducted on behalf of [EMPLOYER'S NAME].

This policy aligns with the requirements of Maine law regarding employee political activity and the workplace.

**EMPLOYEE POLITICAL CONTRIBUTIONS AND ACTIVITIES**

Employees who engage in political activities must do so solely in their individual capacity and not on behalf of [EMPLOYER'S NAME]. Employees are prohibited from using [EMPLOYER'S NAME]'s time, funds, assets, or resources in connection with political activities.

Prohibited uses of company resources

Employees may not use any of [EMPLOYER'S NAME]'s funds, assets, or resources to directly or indirectly support:

* Political candidates.
* Political parties.
* Lobbyists.
* Political Action Committees (PACs).
* 527 organizations.

Personal contributions and activities

Employees are permitted to make personal political contributions and engage in political activities during non-work hours. These activities must:

* Be conducted in a private, individual capacity.
* Not involve the use of [EMPLOYER'S NAME]'s resources, including time, funds, or assets.  
  [EMPLOYER'S NAME] does not reimburse employees for personal political contributions or activities.

Fair treatment in the workplace

An employee's personal political contributions—or decisions not to contribute—will not affect their compensation, job security, or advancement opportunities at [EMPLOYER'S NAME].

Prohibited representations of the company

Employees must not give the impression that their personal political views or activities are endorsed by [EMPLOYER'S NAME]. Specifically, employees may not:

* Use [EMPLOYER'S NAME]'s resources, such as stationery, email, telephones, computers, or office supplies, for personal political activities.
* Provide political candidates or organizations with access to [EMPLOYER'S NAME]'s lists, office space, or other resources.
* Post links to political websites or accounts on [EMPLOYER'S NAME]'s platforms.
* Allow their employment with [EMPLOYER'S NAME] to be used in support of or opposition to any political candidate, issue, or cause.

Lobbying activities

All lobbying on behalf of [EMPLOYER'S NAME], including participation in trade groups or associations, must:

* Be approved in writing in advance by [DEPARTMENT NAME/NAME/POSITION].
* Be coordinated through [DEPARTMENT NAME/NAME/POSITION].

Compliance with policies

Employees must adhere to [EMPLOYER'S NAME]'s [Foreign Corrupt Practices Act Anti-Corruption Policy/[POLICY NAME]] and ensure that personal political contributions or activities comply with all applicable [EMPLOYER'S NAME] policies.

This policy complies with applicable Maine state and federal laws regulating employee participation in political activities.

**POLICY ADMINISTRATION**

The [DEPARTMENT NAME] Department oversees and manages the administration of this policy.

Employees with questions about this policy or political activities in the workplace that are not explicitly addressed here should contact [DEPARTMENT NAME] for clarification and guidance.

**APPLICABILITY TO COLLECTIVE BARGAINING AGREEMENTS**

The guidelines outlined in this policy are designed to operate alongside, and not replace, amend, or modify any terms established in a collective bargaining agreement between [EMPLOYER'S NAME] and a union.

Employees are encouraged to review their collective bargaining agreement for specific terms and conditions of employment. In cases where provisions of this policy conflict with the terms of the applicable agreement, the agreement's terms will prevail.

**CONDUCT NOT PROHIBITED BY THIS POLICY**

This policy is not designed to prevent or discourage employees from engaging in legally protected activities, including those outlined in the National Labor Relations Act. Examples of such activities include:

* Discussing wages, benefits, or terms and conditions of employment.
* Forming, joining, or supporting labor unions.
* Bargaining collectively through chosen representatives.
* Raising complaints about working conditions for mutual aid or protection.
* Participating in legally mandated activities.

**ACKNOWLEDGEMENT OF RECEIPT AND REVIEW**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee name), acknowledge that on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date), I received and reviewed a copy of [EMPLOYER'S NAME]’s [NAME OF POLICY]. I understand that it is my responsibility to familiarize myself with the policy and adhere to its terms.

I also acknowledge that this policy is not intended to create an employment contract or alter my at-will employment status, unless otherwise specified in a written agreement signed by an authorized representative of [EMPLOYER'S NAME]. Any delay or failure by [EMPLOYER'S NAME] to enforce the provisions of this policy does not constitute a waiver of its rights to enforce them in the future.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date