

ACS/CGO DIVISIONAL PRACTICES

Advocacy

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106.1 INTRODUCTION

The information in this document is maintained and updated by ACS Communication in partnership with HR. This policy is designed to accommodate employees' rights to support or oppose a union, or simply to be left alone, as well as Delta's right to serve our customers and to avoid disruption of operations.

106.2 Solicitation or Advocacy Activities - By Delta Employees

Solicitation or advocacy activities by Delta people on Delta premises are permitted only in non-work and non-operations areas, such as lounges and break rooms, and only during a person's non-working time.

- An aircraft is always a work/operations area. Solicitation or advocacy activities are not permitted on board aircraft at any time.
- Other work areas include gatehouses, jetways, briefing rooms, the ticket counter and the ramp.
- Parking lots are considered non-work areas, but solicitation activities must not interfere with traffic or harass people.
- If an area in a lounge or break room is used for work and non-work purposes, solicitation or advocacy activities are permitted in that area only when it is not being used for work purposes.
- Solicitation or advocacy activities may never be undertaken in a harassing manner or in a manner that interferes with people who do not wish to be solicited.
- Advocacy materials must not be unprofessional, offensive or inflammatory. Materials may not be left unattended.
- Leaders have the right to restrict congestion in lounges and break areas and to provide for quiet areas for employees where advocacy and solicitation activities may not occur. If a break room is relatively small, leaders also have the right to designate the entire break room as a quiet area for employees where advocacy and solicitation activities may not occur.

106.3 ACS/Cargo Break Room Access

Employee break rooms are for the use of employees who work at that location. They are not intended as a lounge or club room for others. In order to access an ACS/Cargo break room, a Delta employee must be an active ACS/Cargo employee at that station or a working crewmember transitioning the station. Employees who are non-revving may access a break room briefly in order to check in or check on the status of a flight; otherwise, someone who is not an active employee at that station must be escorted by a leader, or by an employee authorized by a leader, for an authorized business purpose in order to gain break room access.

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106.4 Solicitation or Advocacy Activities - By non-Delta Employees

Unless the activities are sponsored by Delta, solicitation or advocacy activities by people who do not work for Delta are not permitted on Delta premises at any time.

- Delta premises generally extend to the parking lot entrance roadways and surrounding areas. In airports, Delta premises include gatehouses, employee lounges and other areas used exclusively or primarily by Delta.
- Common areas in airports (e.g., baggage claim areas, passenger concourses, roadways and sidewalks) are usually controlled by the airport authority, not Delta. (Note: Delta controls its entire terminal at some airports, including LGA and JFK.) Advocacy activities by anyone in common areas under airport control must comply with the rules and regulations of the airport authority. In many cases, the airport authority will require a permit for solicitation or advocacy activities. This typically limits the number and location of people permitted to be on-site at any given time.

106.5 Use of Delta Materials and Equipment

No one is allowed to use Delta materials, equipment or communications channels - such as computers, copiers, fax machines, telephones, voice mail, electronic mail, company mail, and aircraft - to produce or distribute non-Delta-sponsored materials.

106.6 Bulletin Boards

- Company business bulletin boards are for official company notices only.
- General purpose bulletin boards are reserved for personal information - such as shift swaps, sales of personal goods, lost and found, etc.
- Employees may not post items that advocate a position (such as political material, material for or against a social policy, material for or against a union) on company bulletin boards or on walls or other areas on Delta premises.

106.7 Pins, Buttons or Other Message-Bearing Items

- Other than Delta-sponsored programs or initiatives, no buttons or other items (including caps, shirts, jackets or any other clothing) that convey a message or advocate a position or cause may be worn or displayed in work areas or on work time.
- The single exception is a small lapel pin equivalent to a piece of jewelry and no larger than the Delta service award pin.
- Buttons or other items (including caps, shirts, jackets or other clothing) that express support for or opposition to a union may be worn or displayed in non-work and non-operations areas and on nonworking time.
- Such items must not be unprofessional, offensive or inflammatory.

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106.8 Escort of Non-SIDA-Badged Persons into and Within Secured Areas

- Only Delta leaders or employees authorized by management may escort non-SIDA-badged persons into and within secured areas and only for an authorized business purpose.