

Moonlighting (Outside Employment) Policy

Objective

[Company Name] (the Company) recognizes that some employees may choose to maintain employment outside of the workplace. Although company employees may engage in outside employment, any obligations—vocational or otherwise—should not impede the employee's job, performance, and behavior in the workplace.

Procedures

The Company applies this policy consistently and without discrimination to all company employees and is in compliance with all applicable employment and labor laws and regulations.

Since employees may not engage in any outside employment or business that could hinder or impair their performance or behavior while performing duties for or on behalf of the Company, the company requires that prior to engaging in any outside employment activities, the employee contacts human resources.

Any outside employment must abide by the following:

- **Outside employment is secondary:** Any outside employment is secondary to the employee's relationship with the Company. Outside activities, vocational or otherwise, may not interfere with the proper performance of the company employment. Employees should report to work on time, be refreshed, and be ready to start their workday.
- **Company interests:** Outside employment may not compete, in any way, with the Company employment or company objectives—nor may conflict with or compromise the company's interests, including any weakening of confidentiality, be a result of an employee's outside employment obligations.
- **Job performance:** The ability to fulfill all responsibilities to the Company remains the priority. Employees are prohibited from performing any company-related services for the Company's customers. Outside employment will not be considered an excuse for poor job performance, unprofessional behavior, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different or varying hours.
- **Outside employment during the workday:** No employee shall conduct work or accept any form of compensation from anyone for outside employment-related work during their workday or while on company property.

- **Use of Company property:** This prohibition also extends to the use of company property for any purpose that does not relate to the business of the Company.
- **Solicitation:** Company employees may not solicit or conduct outside business during their workday or while on company property.
- **Public representation:** No employee of the Company may engage in outside employment where their likeness is used for public representation, except where permitted. This may be limited to current employees who have client-facing or public-facing roles.
- **Right of refusal:** The Company has the right to refuse or deny any request for outside employment that directly or indirectly interferes with the daily operations of the Company. This can include work of the same or similar nature or companies that operate within the same scope of business.
- **Discontinuation of outside employment endeavors:** If outside work activities cause or contribute to job-related issues for the Company, the employee may be asked to discontinue the outside employment relationship.
- **Disciplinary actions:** An employee may be subject to the normal disciplinary procedures for dealing with the resulting job-related problem(s).
- **Use of sick leave:** Employees may not use the Company's paid sick leave to perform work for another employer.
- **Employment at-will applies:** Fraudulent or dishonest use of company sick leave, or any other policy, or an employee's refusal to comply with the Company's reasonable request to terminate outside employment, once it is determined that it is impeding work performance or behavior, may result in immediate termination of employment with the Company.

Employee Name

Date

Employee Signature