

Policy Name:	Outside Employment
Policy Number:	2.09
Date:	February 2023

POLICY STATEMENT:

JC Steele prefers that its regular full-time employees do not accept employment with another business. However, it is not the intention of JC Steele to control or regulate the use of its employees' personal activities outside working hours. The primary interest of JC Steele is to avoid a conflict of interest and the possible negative effect simultaneous employment or work activities may create, particularly to workplace health and safety.

PROCEDURES:

1. Outside Employment

- a. Regular full-time employees are expected to maintain a professional loyalty to JC Steele and to its employees.
- b. Any regular full-time employee who feels they must accept outside employment in a business or organisation for purposes of augmenting their income, may do so if this work does not interfere with the demands of their regular job and does not reflect in a negative way on their personal integrity that would limit their ability to perform job duties and responsibilities in an ethical manner.
- c. Any outside employment accepted by regular full-time employees that could give rise to a conflict of interest, adversely affect job performance or compromise loyalty to JC Steele or to its fellow employees is not permitted.
- d. Any part-time or casual employee who wishes to work at another job outside of JC Steele may do so, as long as it does not interfere with his or her job performance or the scheduling of work shifts with JC Steele.
- e. All employment that is in addition to employment with JC Steele must have prior approval. In this regard all employees are expected to inform their manager when accepting any outside employment.
- f. If any employee believes a real or potential conflict of interest may arise by virtue of outside business or work activities, these employees are expected to discuss these matters with the Managing Director so that appropriate strategies may be implemented to protect the JC Steele business.
- g. Violation of this policy will not be tolerated. Employees who hold employment at any other business or organisation that adversely affects the operation, the reputation, or the integrity of JC Steele may have their employment terminated.