

Moonlighting (Outside Employment) Policy

Objective

[Company Name] 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

[Company Name] applies this policy consistently and without discrimination to all company employees and 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 [Company Name], 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 [Company Name]. Outside activities, vocational or otherwise, may not interfere with proper performance of the company employment. Employees should report to work on time, refreshed and ready to start their workday.
- **Company interests:** Outside employment may not compete, in any way, with [Company Name] employment or company objectives—nor may conflict with or compromise of 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 [Company Name] remains the priority. Employees are prohibited from performing any company related services for [Company Name] 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 [Company Name].
- **Solicitation:** Company employees may not solicit or conduct any outside business during their workday or while on company property.
- **Discontinuation of outside employment endeavors:** If outside work activities causes or contributes to job-related issues for [Company Name], 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 [Company Name]'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 [Company Name]'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 [Company Name].