

# Moonlighting Policy

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This comprehensive moonlighting policy outlines the guidelines, expectations, and procedures for employees who wish to engage in secondary employment or business activities outside of their primary job with our organization. The policy aims to balance the interests of our employees with the needs of our company, ensuring transparency, fairness, and compliance with legal and ethical standards.

### 1. Definition of Moonlighting

Moonlighting refers to any paid work, self-employment, or business activity that an employee engages in outside of their primary employment with our organization. This includes, but is not limited to:

- Part-time or full-time employment with another company
- Freelance work or consulting services
- Operating a personal business
- Participating in gig economy activities (e.g., ride-sharing, delivery services)
- Paid speaking engagements or writing opportunities

### 2. General Guidelines

While our organization respects employees' rights to pursue additional income or professional development opportunities, we must ensure that such activities do not interfere with their primary job responsibilities or create conflicts of interest.

The following guidelines apply to all moonlighting activities:

- Employees must prioritize their primary job responsibilities and maintain satisfactory job performance.
- Moonlighting activities must not conflict with the company's business interests or compete directly with our products or services.

- Employees must not use company resources, including time, equipment, facilities, or confidential information, for moonlighting activities.
- Moonlighting should not negatively impact an employee's ability to work required hours, including potential overtime or special projects.
- Employees must comply with all confidentiality agreements and non-compete clauses in their employment contracts.

### **3. Disclosure and Approval Process**

To ensure transparency and avoid potential conflicts, employees must disclose and obtain approval for moonlighting activities as follows:

1. Employees must submit a written request to their immediate supervisor and the Human Resources department before engaging in any moonlighting activity.
2. The request should include details such as:
  - Nature of the moonlighting activity
  - Expected time commitment
  - Potential impact on primary job responsibilities
  - Any potential conflicts of interest
3. The supervisor and HR will review the request and may consult with other relevant departments (e.g., Legal, Compliance) if necessary.
4. A decision will be communicated to the employee in writing within 10 business days of the request submission.
5. If approved, the employee must provide periodic updates on their moonlighting activities as requested by their supervisor or HR.

### **4. Prohibited Activities**

The following moonlighting activities are strictly prohibited:

- Working for direct competitors or companies that could be perceived as competitors

- Engaging in activities that could damage the company's reputation or brand image
- Using company resources, including confidential information, client lists, or proprietary technology, for personal gain
- Conducting moonlighting activities during company time or using company equipment
- Soliciting company clients, vendors, or employees for personal business ventures

## 5. Conflicts of Interest

Employees must be vigilant in identifying and avoiding potential conflicts of interest. A conflict of interest may arise when:

- The moonlighting activity competes with or undermines the company's business interests
- The secondary employment affects the employee's judgment or ability to act in the best interest of the company
- The moonlighting activity creates an appearance of impropriety or compromises the company's integrity

If an employee becomes aware of a potential conflict of interest, they must immediately disclose it to their supervisor and HR for evaluation and resolution.

## 6. Time and Performance Management

Employees engaging in approved moonlighting activities must:

- Maintain excellent job performance and meet all primary job responsibilities
- Adhere to their regular work schedule and be available for overtime or special projects as required
- Ensure that moonlighting activities do not interfere with their physical or mental ability to perform their primary job effectively
- Promptly communicate any changes in their moonlighting activities that may impact their work performance

## **7. Use of Company Resources**

Employees are prohibited from using company resources for moonlighting activities, including but not limited to:

- Company-owned computers, software, or other equipment
- Office supplies or facilities
- Company vehicles
- Proprietary information or intellectual property
- Company-paid subscriptions or licenses

Any unauthorized use of company resources for personal gain may result in disciplinary action, up to and including termination.

## **8. Confidentiality and Non-Disclosure**

Employees must uphold their confidentiality obligations and protect the company's proprietary information, even while engaging in moonlighting activities.

This includes:

- Not disclosing any confidential information, trade secrets, or insider knowledge gained through their primary employment
- Ensuring that moonlighting activities do not compromise the security or integrity of company data
- Adhering to all non-disclosure agreements and confidentiality clauses in their employment contracts

## **9. Legal and Regulatory Compliance**

Employees must ensure that their moonlighting activities comply with all applicable laws, regulations, and industry standards, including:

- Labor laws regarding working hours and overtime
- Tax regulations for reporting additional income
- Professional licensing requirements
- Industry-specific regulations or ethical standards

The company reserves the right to require employees to provide documentation of compliance with relevant laws and regulations.

## **10. Impact on Benefits and Compensation**

Employees should be aware that moonlighting activities may impact certain benefits or compensation structures:

- Overtime eligibility may be affected for non-exempt employees
- Conflicts with moonlighting schedules will not be considered for shift preferences or time-off requests
- Employees are responsible for understanding how additional income may affect their tax obligations
- Moonlighting injuries are not covered by the company's workers' compensation insurance

## **11. Monitoring and Review**

The company reserves the right to monitor and review approved moonlighting activities to ensure ongoing compliance with this policy. This may include:

- Periodic check-ins with employees regarding their moonlighting activities
- Performance reviews that consider the impact of moonlighting on job performance
- Investigations into any reported violations of this policy

Employees must cooperate fully with any monitoring or review processes related to their moonlighting activities.

## **12. Revocation of Approval**

The company reserves the right to revoke approval for moonlighting activities at any time if:

- The employee's job performance declines
- A conflict of interest arises or is discovered
- The moonlighting activity negatively impacts the company in any way

- The employee violates any aspect of this policy

If approval is revoked, the employee must cease the moonlighting activity immediately or face disciplinary action.

### **13. Consequences of Policy Violations**

Violations of this moonlighting policy may result in disciplinary action, up to and including termination of employment. Examples of violations include:

- Engaging in moonlighting activities without proper disclosure and approval
- Allowing moonlighting to interfere with primary job responsibilities
- Using company resources for moonlighting activities
- Failing to disclose conflicts of interest
- Violating confidentiality or non-compete agreements

### **14. Policy Review and Updates**

This moonlighting policy will be reviewed annually and updated as necessary to reflect changes in business needs, legal requirements, or industry standards. Employees will be notified of any changes to the policy and may be required to resubmit approval requests for ongoing moonlighting activities.

### **15. Employee Acknowledgment**

All employees are required to read, understand, and acknowledge this moonlighting policy. By signing below, employees agree to comply with all aspects of this policy and understand the consequences of non-compliance.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This comprehensive moonlighting policy is designed to provide clear guidelines and expectations for employees while protecting the interests of our organization. By following this policy, we can foster a transparent, fair, and productive work

environment that respects employees' desires for additional opportunities while maintaining our company's integrity and success.