

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

**PROCEDURES:**

**1. Outside Employment**

- a. Regular full-time employees are expected to maintain a certain loyalty to **Sangster's** and to the Franchisee.
- b. Any regular full-time and part-time employee who feel they must accept outside employment in a business *unrelated* to retail health, 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 his or her ability to perform job duties and responsibilities in an ethical manner.
- c. Any outside employment accepted by regular full-time and regular part-time employees that could give rise to a conflict of interest, adversely affect job performance or compromise loyalty to **Sangster's** or to its fellow employees, is not permitted.
- d. Regular full-time and regular part-time employees are not permitted to accept simultaneous outside employment with any competitor or any supplier of **Sangster's**.
- e. Any part-time employee who wishes to work at another job outside of **Sangster's** may do so, as long as it does not interfere with his or her job performance or the scheduling of work shifts.
- f. If any employee believes a conflict of interest may arise by virtue of outside business or work activities, these employees are expected to discuss these matters with their immediate manager or franchisee.
- g. Violation of this policy will not be tolerated. Employees who hold employment at any other company that adversely affects the operation, the reputation, or the integrity of **Sangster's** shall be terminated immediately.