

COMPANY POLICY SIDELINE WORK AND OWNER INTEREST POLICY

Purpose	This policy sets out guidelines with regards to sideline work and owner interest and addresses conflicts of interest arising from employees' personal engagements. It is also intended to protect the company's reputation and confidence in the integrity of the employees, by facilitating the transparency of potential conflicts of interest and how they are dealt with.
Scope	Applicable to all employees
Revision date	
Issued by	HR Department
Approved by	Managing Director

Definitions

- Sideline work/job/activities
 - Defined as work/job/activities (hereafter called "sideline work") undertaken by an employee regardless of whether it comes with financial gain or otherwise.
 - Work/job/activities performed through an undertaking of the company that is wholly or partly owned by the employee are also considered sideline work/job/activities.
 - It applies to any sideline work of any nature that impedes or delays the employee's work at the company. It also applies to any sideline jobs where the employee is in doubt as to whether the sideline jobs require no-obligation consent.
- Owner interest
 - Defined as an employee directly or indirectly owning a business, has a financial interest in a business or securities or other assets that are used to generate financial returns or income for the employee.

Governing Principal

- The Company's policies and employment terms require all employees to devote their whole time, attention, energies and skills solely to the business of the Company, and shall not be concerned or interested directly or indirectly in any business or work other than that of the Company
- The Company, however, has no objection to employees undertaking sideline work/job/activities or owner interest activities subject to the terms specified in this policy.

Declaration & No-Objection Consent

- Employees intending to undertake any sideline work or owner interest are required to inform and seek a no-objection consent from the company prior to such undertaking.
- New employees reporting for work shall declare any sideline work or owner interest no later than thirty (30) days upon commencement of employment and shall seek a no-objection consent from the company prior to such undertaking unless the employee has made a prior declaration during the application and hiring process.

Conditions for No-Objection Issuance

1. The Company may provide a no-objection issuance if all of the below conditions are met and agreed upon by the employee for any sideline work or owner interest;
 - a) It is not in direct conflict with the company's nature of business
 - b) It is not in direct conflict with the employee's scope of work or profession
 - c) It is not carried out during employee's work hours (including during lunch or tea break)
 - d) It is not carried out on the company's premises and is not carried out using the company's facilities including mobile phones, notebooks or using any other facilities.
 - e) Employee does not solicit support or perform any transaction involving other employees that may affect the relationship at the workplace unless they are voluntary.
2. The Company may revoke the no-issuance issued if any of the following takes place;
 - a) Company receives complaints from other employees on the sideline activities or owner interest activities are performed at the workplace or if other employees are pressured or forced to support or purchase or involved in the sideline job.
 - b) The employee's work performance is affected
 - c) The employee is found to have breached any conditions in this policy
 - d) The employee misuses his/her position and authority to solicit support from other employees
 - e) The company's image is not affected as a result of the sideline work.

Declaration & Application for No-Objection Consent

1. Employees are required to submit the Sideline Work, Owner Interest & Conflict of Interest Declaration form to Human Resources Department at least thirty (30) days prior to commencement of the sideline work.
2. The application for no-objection issuance shall be supported by the immediate superior.

Failure to Declare

Failure to make a declaration required by this policy shall be a breach of employment terms and the company may take disciplinary action which may include dismissal.

Others

1. The Company reserves the right to amend this policy from time to time and shall notify all employees when such amendment has been made and has been approved by the Management.
2. Should there be a translation of this policy into other languages, the English version of this policy shall be authoritative in the event of any dispute or confusion.

This sample policy/letter/document is merely a sample or guidance. Companies are advised to practice caution when drafting its HR documentation and shall always be in compliance with the Employment Act and Industrial Relations Act as well as past case laws so as to ensure the policy does not violate or infringe the prevailing employment regulations. Companies are encouraged to adopt best practices to be attractive employers and promote a productive and competitive operating landscape. The author shall not be held liable for any damages or claims arising from the usage of the contents of this document.