

Additional Employment Policy

Last review date:	January 2018
Next review date:	January 2019
Author:	HR
Approver:	Executive Team
Who does this policy apply to:	Permanent staff

Policy

The Company recognises that from time to time you may seek to take up separate employment with another employer or pursue outside business interests whilst still remaining in the Company's employ. Although the Company has no desire unreasonably to restrict your external activities, it must seek to protect its own interests and those of all its employees. To this end, the Company's policy is that you will not be permitted to undertake business activities or other work where the Company considers that this is incompatible with its interests and, in any event, unless you have obtained the prior written authorisation of the Company.

Procedure

When you propose taking up external employment or pursuing separate business interests, you must request an interview with the Company with a view to establishing the likely impact of these activities on the Company.

You will be asked to provide full details of the proposed work and specific consideration should be given to the following areas: working hours: there must be no overlap with your contractual hours; nature of proposed work and business concerned: you will not be permitted to work in competition with the Company; and health, safety and welfare: are you proposing to carry out work which is inherently hazardous and where the risk of injury is high and is the extra work likely to cause undue fatigue, stress, etc. which will affect job performance with the Company?

If, after investigation, the Company considers that the proposed activities are incompatible with your obligations to the Company, permission will be refused. This should be notified to you in writing detailing the reason for refusal. You should be advised that if you are dissatisfied with the decision you should make use of the Company's grievance procedure.

Where the proposed work does not significantly affect your employment with the Company, permission should be given to you in writing. This, though, should include provisions reminding you of your obligations to the Company and stating that should your external activities subsequently have an effect on your employment, permission may be withdrawn. Additionally, you are advised that any material changes to the circumstances of your outside interests must be brought to the attention of the Company.

You must ensure that you provide information on the hours you are working for another employer so that the Company can ensure it is continuing to comply with Working Time Regulations 1998.