

**Wizeline Moonlighting Policy**



|  |  |
| --- | --- |
| **Document Owner** | Wizeline |
|  |  |
| **Revision** | 1 |
|  |  |
| **Last Updated** | April 4, 2023 |
|  |  |
| **Owner** | [Lin Cherry](mailto:lin.cherry@wizeline.com) |
|  |  |
| **Collaborators** | [Sol Noello](mailto:solmnoello@gmail.com) [Ruben Mejia Esquivias](mailto:jose.mejia@wizeline.com) |
|  |  |



Privileged or confdential information may be contained in this document and may be subject to legal privilege. Access to this document by anyone other than the intended is unauthorized. The content of this document is for informational purposes and subject to change without notice. No part of this publication may be reproduced, stored, or distributed without prior written permission of Wizeline.



**Purpose**

This Moonlighting Policy (the “Policy”) provides the rules and guidelines that every Wizeliner must follow in order to request authorization from Wizeline (also referred to as, the “Company”) to seek additional employment or occupation outside the Company.

**Audience**

All Wizeline employees (also referred to in this Policy as “Wizeliners”).

**Page 2** • Wizeline - Moonlighting Policy | INTERNAL ONLY - DO NOT DISTRIBUTE



**Contents**

|  |  |
| --- | --- |
| [**Scope of this Policy**](#page4) | [**4**](#page4) |
| [**Prior Approval**](#page4) | [**4**](#page4) |
| [**Criteria for approval**](#page4) | [**4**](#page4) |
| [**Procedure to request approval**](#page5) | [**5**](#page5) |
| [**Approval Documentation**](#page5) | [**5**](#page5) |
| [**General Terms**](#page6) | [**6**](#page6) |
| [**Non-Compliance**](#page6) | [**6**](#page6) |
| [**Legal Considerations**](#page6) | [**7**](#page6) |
| [**Questions**](#page7) | [**7**](#page7) |
| [**Exhibit 1: Form of Moonlighting Approval Agreement**](#page8) | [**8**](#page8) |

**Page 3** • Wizeline - Moonlighting Policy | INTERNAL ONLY - DO NOT DISTRIBUTE





**Scope of this Policy**

Although we generally discourage outside employment, we understand that Wizeliners may, from time to time, wish to take up additional employment or additional projects outside their main job at Wizeline (hereinafter, a “Side Job”). It is our interest that, in those cases, Side Jobs do not interfere in any way with the Wizeliners´ job at Wizeline. This Policy outlines the rules and provisions that all Wizeliners need to follow prior to and while engaging in any Side Job.

***What is a Side Job?*** We defne a side job as paid, regular work (temporary or permanent) with specifc job responsibilities. For example, working at a shop qualifes as a side job if you are expected to work there regularly, regardless of whether you have pre-determined shifts or a fxed number of hours. Managing a business, working as a consultant or advisor to companies and serving as a board member of an organization fall under our defnition too.

**Prior Approval**

Before accepting any Side Job, Wizeliners must frst seek approval from Wizeline following the procedure set forth in this Policy.

**Criteria for approval**

No request under this Policy will be approved in the event the relevant Side Job relates to a Wizeline competitor or in the event it may create a new confict of interest, or an appearance of a confict of interest.

A confict of interest may arise, without limitation, in the event the Side Job is directly related to the business in which Wizeline is involved, and/or in the event the Side Job could be competitive with or otherwise pose a threat to Wizeline’s business interests.

Side Jobs must not compete with, confict with or compromise Wizeline’s interests or adversely affect job performance and the ability to fulfll all responsibilities to Wizeline.

Employees are prohibited from performing any services for customers of Wizeline that are normally performed by Wizeline.

**Page 4** • Wizeline - Moonlighting Policy | INTERNAL ONLY - DO NOT DISTRIBUTE



In addition, no request under this policy will be approved in the event the Side Job adversely impacts or is likely to adversely impact the Wizeliners job performance, work hours, scheduling, or their employment relationship with Wizeline. Employees may not perform any Side Job during work time for Wizeline.

**Procedure to request approval**

The Wizeliner must frst seek approval from their Manager or TPG Lead. If approved, the Wizeliner shall request approval from their applicable People Country or People Region Lead, and if there is no People Country or People Region Lead in their location then their corresponding People Business Partner.

In seeking approval the Wizeliner shall provide the following information to the the

People Country/ People Region Lead or the People Business Partner, as applicable:

* A copy of their manager's or TPG Lead’s approval with respect to the request.
* The name of the outside employer and the name of the outside employer’s executives, if applicable;
* The duties and responsibilities of the Wizeliner as well as the nature of the projects the Wizeliner will be working on in relation to the Side Job; and
* The estimated number of hours the Wizeliner will commit to the Side Job.

In determining whether to approve the Wizeliner’s request, the People Country/People Region Lead or the People Business Partner, as applicable, will take into consideration the approval by the Wizeliner’s manager or TPG Lead and the information detailed above, as provided by the Wizeliner, but may also ask for additional information and reject any request at its sole discretion.

**Approval Documentation**

In the event the request is approved by the People Country/ People Region Lead or People Business Partner, as applicable, the Wizeliners must sign an agreement in the form of Exhibit 1 (the “Moonlighting Approval Agreement”).

**Page 5** • Wizeline - Moonlighting Policy | INTERNAL ONLY - DO NOT DISTRIBUTE



The approval of a Side Job can be revoked at any time and for any reason, and the Wizeliner will, as a result, be required to terminate the Side Job immediately.

**General Terms**

* Engagement in a Side Job under this Policy will not be considered a valid excuse for poor job performance, absenteeism, tardiness, refusal to travel, or refusal to work different working schedules. If the Side Job activities cause or contribute to job-related problems at Wizeline, the approval of the relevant Side Job will be revoked and the Wizeliner may be subject to the normal Company procedures for dealing with the resulting job-related problem(s).
* Notwithstanding any approvals under this Policy, Wizeliners must treat at all times their job at Wizeline as their primary occupation, any other Side Job should come second.
* Unless expressly authorized by Wizeline in writing, Wizeliners are prohibited from using Company tools or Company equipment in the context of their Side Job, or for purposes different from their work at Wizeline.
* Wizeliners must adhere to all Confdentiality and Trade Secrets obligations with Wizeline at all times, including in relation to any Side Job. Incorporation or use of Wizeline Confdential Information or Trade Secrets for purposes of a Side Job or for any other purpose that is not advancing Wizeline´s business interest is prohibited.

**Non-Compliance**

Failure to comply with this Policy by the Wizeliner may result in discipline, up to and including termination of employment. Instances of non compliance include, but are not limited to, the failure to request approval before accepting or engaging in a Side Job, and the failure to comply with the terms of this Policy or the Moonlighting Approval Agreement.

**Legal Considerations**

Wizeline applies this Policy consistently and without discrimination to all employees and in compliance with all applicable employment and labor laws and regulations. If

**Page 6** • Wizeline - Moonlighting Policy | INTERNAL ONLY - DO NOT DISTRIBUTE



there is a confict between applicable law and this policy, the applicable law shall apply. This Policy supersedes any other prior policy relating to the same subject matter.

**Questions**

If you have any question as to whether certain outside work violates this policy, or if you think that a Wizeliner has violated this policy, please do not hesitate to reach out to legal@wizeline.com.

**Page 7** • Wizeline - Moonlighting Policy | INTERNAL ONLY - DO NOT DISTRIBUTE



**Exhibit 1: Form of Moonlighting Approval Agreement**

Under my employment contract and Wizeline’s policies that apply to me, including Wizeline´s Moonlighting Policy, I acknowledge that prior to accepting any additional outside work as a sole proprietor or as an employee, consultant, shareholder of another company, I must frst seek approval from my manager or TPG Lead, and if approved, from my People Country/Region Lead or my People Business Partner, as applicable pursuant to the terms of the Moonlighting Policy.

By signing this letter, I represent that my Side Job as [Description of outside duties] for [Name of the Other Company] (the “Side Job”):

* does not create a confict of interest;
* does not adversely impact my Wizeline job performance, work hours, scheduling, or employment relationship with Wizeline.

In addition, I hereby acknowledge and confrm that:

* I am still bound by Wizeline’s policies governing confdentiality and intellectual property and I will not use Wizeline’s confdential information, or intellectual property in relation to the Side Job;
* I will not perform the Side Job during Wizeline working hours, on Wizeline property, or with Wizeline supplies or equipment.
* I have received a copy of Wizeline´s Moonlighting Policy and will adhere to its terms at all times with respect to the Side Job.

Finally, I confrm and agree that any violation to this letter agreement will make me subject to disciplinary action.

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

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

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

**Approved by1**

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

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

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

* ***The approval of the Side Work referred to in this letter can be revoked at any time and for any reason, and the Wizeliner will, as a result, be required to terminate the outside employment relationship immediately.***

**Page 8** • Wizeline - Moonlighting Policy | INTERNAL ONLY - DO NOT DISTRIBUTE

