

Heritage Care at Home Ltd

Moonlighting Policy

Policy reviewed and valid from: 01/01/20



Purpose

To control potential conflicts of interest from moonlighting and to maintain the health and safety of employees

Scope

All employees

Policy

Heritage Care at Home Ltd recognises that from time to time employees may take up separate employment with another employer or pursue outside business interests whilst remaining in the company's employ.

Although Heritage Care at Home Ltd has no desire to unreasonably restrict an employee's external activities, it must seek to protect its own interests and those of its employees. To this end, the company policy is that employees will not be permitted to undertake business activities or other work where the company considers that this is incompatible with its interests.

Private work for Customers is not allowed as it conflicts with our contract of employment and can be regarded as financial abuse.

Procedure

When an employee proposes taking up additional employment or external business interests they must request an interview with management to establish the likely impact these activities will have on the company. Any proposed work will have to be conducted outside contractual hours of work.

Health, safety and welfare, is the employee proposing to carry work which is inherently hazardous and where the risk of injury is high (should the employee become injured or fall sick as a result of other work sick pay entitlement will be affected) or is the work liable to affect job performance with the company.

If after meeting with management and it is decided that the proposed activities are incompatible with the individuals obligations to the company permission will be refused. If the employee is dissatisfied they with the decision they should make use of the company grievance procedure. Additionally employees should be advised that any material changes to the circumstances of their outside interests must be brought to the attention of the company.