



STAFFING MATCH



OUTSIDE BUSINESS INTEREST

2017

Staffing Match Outside Business Interests Policy

1. The Company expects all employees, unless prevented by ill health or accident, to devote their whole time and attention to the business of the Company during their working time. Employees may not, without prior written approval, devote any time to any business other than the business of the Company which may:
 - 1.1 Conflict with the Company's business interests.
 - 1.2 Adversely affect the Company's reputation or relations with others; or
 - 1.3 Prejudicially affect employees' ability to carry out their job duties and responsibilities efficiently.
2. The decision as to whether or not an activity conflicts with the Company's business interests, adversely affects the Company's reputation or relations with others or has a prejudicial effect on the ability of employees to carry out job duties and responsibilities shall be at the absolute discretion of the Company. The Company will always be mindful of its obligations under the Working Time Regulations 1998.
3. Except with the Company's prior written approval, employees may not be directly or indirectly interested, engaged or have any financial interest in any capacity in any other business, trade, profession or occupation. However, this shall not prevent employees from holding stocks, shares or debentures so long as not more than 3% of the shares or stock of any class of any one company is held and provided such company does not carry on a business which is in competition with the Company's business.
4. If employees wish to be engaged in any other employment or have any outside business interest, whether financial or otherwise, they must first seek the written permission of the managing director, which will not be unreasonably withheld.
5. This policy does not apply to employees' involvement in trade union or public activities, such as becoming a magistrate, Justice of the Peace, or a member of a local authority, tribunal or school governing body.

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This policy has been approved & authorised by:

Name: Dan Carlin
Position: Business Director
Date: 18th December 2017
Signature: