

# Shadowfax

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Title	Outside Employment
Policy Number	HR.3002.000.000
Initiating Authority	Director of Human Resources
Approved By	Compliance Committee 11-3-21
Origin Date	July 6, 2021
Revision Date	
Effective Date	December 1, 2021
Next Review Date	June 2022
Associated Policies	
Associated Procedures	
Associated Documents	

## I. **POLICY STATEMENT**

Shadowfax Corporation (Shadowfax) recognizes that some staff members may need or want to hold additional job(s) outside their employment with our organization. Staff of Shadowfax are permitted to engage in outside work or hold other jobs, subject to certain restrictions that are based on reasonable business standards.

## II. **PURPOSE**

The purpose of this policy to establish and provide guidelines for staff who are engaged in work outside of Shadowfax.

## III. **SCOPE**

This policy applies to all staff of Shadowfax.

## IV. **GENERAL**

Shadowfax applies this policy consistently and without discrimination to all staff, and in compliance with all applicable employment and labor laws and regulations. The following guidelines for outside employment apply to all staff notifying their supervisor, manager or director of their intent to engage in outside employment. Outside employment that may conflict with Shadowfax mission and business, philosophy shall be reported to and approved prior to accepting employment with another employer.

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## V. POLICY

Work-related activities and conduct away from Shadowfax must not compete with, conflict with, compromise our organization's interests, or adversely affect job performance and the ability to fulfill all responsibilities to Shadowfax.

Staff are prohibited from making private pay arrangements to perform any services for individuals who receive services from Shadowfax and whose services are normally performed by Shadowfax staff.

This prohibition also extends to the unauthorized use of any company tools, equipment, and personal protective equipment as well as unauthorized use or application of any company systems or confidential information. In addition, staff may not solicit or conduct any outside business during their work schedule for Shadowfax.

Shadowfax staff must carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

Employment at Shadowfax is considered primary. An employee who has outside employment is still required to attend all mandatory meetings and/or trainings. Staff should be aware that other employment is not a legitimate excuse for refusal to complete a specific project, finish the staff members shift, and work any overtime assignment, which may arise during the course of a shift, attend specific training requirements or attend mandatory meetings.

If outside work activity causes or contributes to job-related problems at Shadowfax, the staff member will be alerted and if change does not occur within a reasonable time for that position, the staff member will be asked to discontinue the outside employment, and may be subject to normal disciplinary procedures for dealing with job-related performance concerns.

## VI. ENFORCEMENT

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Note: The term "Individual" is synonymous with resident, client, patient, consumer, or participant.

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Failure to maintain the performance standards of the position could lead to disciplinary action up to and including termination for unsatisfactory performance.

## VII. **OVERSIGHT**

Shadowfax Compliance Committee or their designee(s) (the "Approved By") shall be in charge of the administration of this Policy. The Approved By responsibilities include:

1. Identifying the action steps to come into compliance and directives to maintain compliance and implement the action steps.
2. Periodically reviewing this Policy and monitoring compliance to it.
3. Training responsible parties on their obligations under the Policy.

### Revision History

Name	Date	Reason for Changes	Version