



Outside Employment Policy

Purpose:

Acres is committed to proactively managing its workforce and employee productivity in a safe, effective and efficient manner, and that Acres employees are not in a conflict of interest position.

Every employee of Acres has an obligation to perform with regularity the duties, responsibilities, and functions for which they were hired.

Scope:

This policy applies to all Acres employees.

Policy:

As a general rule and condition of employment, Acres employees may not obtain outside employment that creates interference with their primary job or that creates a conflict of interest.

Secondary jobs are permissible only if the employee can continue to perform their normal Acres duties and work requirements within the regularly scheduled workweek. Work assignments and schedules will not be modified to allow the employee to perform duties or services that are not related to Acres.

Acres has no objection to an employee holding outside employment so long as they can meet the performance standards of their job with Acres.

Employees shall not engage in or accept any activity, business, or employment during or after working hours that could be considered in conflict with Acres interests or diminish the ability of the employee to render to the company the full, loyal and undivided service which is contemplated in his or her employment by Acres.

Should an employee wish to obtain outside employment, it should be discussed with the employee's supervisor/manager prior to accepting the job. Any questions related to the content of this policy, or its interpretation should be directed your manager or Human Resources.

Please reference the Conflict of Interest policy for additional direction.