

## Moonlighting Policy Template

Moonlighting, or the practice of holding a second job in addition to one's primary job, can present potential conflicts of interest for employees. To ensure transparency and maintain the integrity of our organization, we have established guidelines regarding moonlighting activities for all employees.

**1. Disclosure:** All employees are required to disclose any secondary employment or business activities to HR. This includes freelance work, consulting gigs, or any other form of additional income generation.

**2. Conflict of Interest:** Employees must avoid engaging in any secondary employment that may create a conflict of interest with their primary role at our organization. This includes working for competitors, clients, or vendors.

**3. Time Management:** Employees are expected to prioritize their primary job responsibilities and ensure that moonlighting activities do not interfere with their performance or availability during regular working hours.

**4. Confidentiality:** Employees must maintain the confidentiality of our organization's proprietary information and intellectual property, even in their secondary employment endeavors.

**5. Compliance:** Employees must comply with all applicable laws, regulations, and contractual obligations related to moonlighting activities. This includes obtaining any necessary approvals or permissions from relevant parties.

By adhering to these guidelines, we aim to promote transparency, prevent conflicts of interest, and uphold the reputation of our organization. Thank you for your cooperation.

Source:

[U.S. Department of Labor – Moonlighting Policies]

(<https://www.dol.gov/general/topic/workhours/moonlighting>)