



## Policy and Procedure # 630

### **Moonlighting**

Approval: \_\_\_\_\_ Effective Date: 5/9/24

#### POLICY:

EFI depends on employees to devote their full attention and effort to our clients and to the duties to which they have been assigned. Therefore, all employees will follow the procedures below when it involves obtaining a second place of employment.

#### PROCEDURE:

1. Should any employee of EFI find it necessary to take an additional job, they will understand that our company will come first, as we are a 24/7 operation with the best interest in serving our clients. We reserve the right to schedule for such business needs. Before taking a second job, a letter must be submitted to the supervisor, Department Director, Human Resources Director and Executive Director, of the employee making the request, for prior approval.
2. Under no circumstances will approval be given for work at another company which is in the same line of business as EFI, or in any way in competition with it. Failure to comply with this policy may be grounds for corrective action up to and including termination.
3. It must be realized that employment with EFI is the employee's primary responsibility. Outside employment will not be considered an acceptable excuse for poor performance, absenteeism, lateness or refusal to work overtime.
  - a. Should the outside employment cause or contribute to any of these situations, it must be discontinued.
  - b. EFI will not accept responsibility, financial nor otherwise, for an employee's injuries or illness resulting from employment with another company.