

**< Organization name >**

---

---

**Effective Date of Policy- DD/MM/YY**

# **Moonlight Policy**

**No part of this document may be reproduced or copied in any form or by any means, electronic or mechanical, including photocopying or recording, for any purpose without written permission of the CEO of <Name of the organization>.**

**Subjected to legal action in case of reproducing the document.**

# 1.0 What is a Moonlighting Policy?

A moonlighting policy is a set of guidelines that outlines the conditions under which employees are allowed to engage in activities pertaining to employment outside of their current employment while working for an organization. This type of policy is designed to ensure that employees' outside activities do not interfere with their job duties or performance and do not conflict with the interests of the organization.

Moonlighting policies may include procedures for disclosing and obtaining approval for outside work, as well as guidelines for how employees should conduct themselves while engaging in moonlighting activities (e.g., using company resources and disclosing confidential information). Some organizations may allow employees to engage in outside work with minimal restrictions, while others may have more strict policies in place.

Overall, the purpose of a moonlighting policy is to ensure that employees are able to pursue outside interests while also fulfilling their responsibilities to the organization.

## 2.0 Moonlighting Policy Template

XYZ Company encourages its employees to pursue outside interests and engage in activities outside of their regular job duties. However, it is important that these activities do not interfere with the employee's performance or ability to fulfill their job responsibilities. Therefore, employees must obtain prior approval from their supervisor before engaging in any moonlighting activities.

This policy applies to all XYZ Company employees, regardless of their job title or level of seniority.

## 3.0 Procedures:

- Employees must disclose all outside employment or business activities to their supervisor, including the nature of the work, address of the employer or business. This disclosure should be made in writing, using the "Moonlighting Activity Disclosure Form" provided by the HR department.
- Supervisors will review the request and determine whether the moonlighting activity will supervisors should consider the following factors:
  - The nature of the moonlighting activity (e.g., is it in a similar field as the employee's job at XYZ Company?).
  - The total number of hours per week the employee will be working in the moonlighting activity.

- The employee's current workload and responsibilities at XYZ Company.
- The potential for conflict of interest (e.g., if the moonlighting activity involves a competitor of XYZ Company).

## **4.0 What should employees do:**

If the supervisor determines that the activity will not interfere, they will grant permission in writing. If the supervisor determines that the activity will interfere, they will deny permission.

- Employees must not engage in any moonlighting activities without prior written approval from their supervisor. Failure to obtain approval for whatever reason may result in immediate and strict disciplinary action, up to and including termination.
- Employees must not use company resources (e.g., computers, office equipment, supplies) for their moonlighting activities. This includes using company email or other communication tools to conduct moonlighting business.
- Employees must not disclose confidential company information or use their position at XYZ Company to gain an advantage in their moonlighting activities. This includes using company connections or contacts for personal gain.

- Employees are responsible for paying their own taxes and insurance related to their moonlighting activities. XYZ Company will not be held responsible for any taxes or insurance related to moonlighting activities.
- Employees must adhere to all relevant laws and regulations regarding their moonlighting activities, including labor and employment laws. This includes, but is not limited to, laws related to overtime, minimum wage, and workplace safety.
- Employees who violate this policy will be subject to harsh disciplinary action, ranging from suspension, and loss of pay, up to and including termination.

## **5.0 Conclusion:**

This policy is intended to ensure that employees are able to pursue outside interests while also maintaining their job performance and responsibilities at XYZ Company.

We recognize that engaging in outside activities can be beneficial for employees, as it allows them to gain new skills and experiences. However, it is essential that these activities do not negatively impact the employee's ability to fulfill their job duties or interests of the company.

We encourage all employees to discuss any potential moonlighting activities with their supervisor before engaging in them to ensure that they are in compliance with this policy. If you have any questions or opinions about this policy, please don't hesitate to contact your supervisor or HR representative.



**To know more about the policy, please visit**

[www.zimyo.com](http://www.zimyo.com)