

OUTSIDE EMPLOYMENT

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Approval : 
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1.0 POLICY STATEMENT

Kepler Research will allow its employees to engage in outside employment or hold other jobs, subject to certain restrictions as outlined below. This policy applies to all full-time and part-time employees.

2.0 GENERAL GUIDANCE

Kepler requires that employee's activities and conduct away from the job must not compete, conflict with, or compromise its interests, or adversely affect job performance and the ability to fulfill all responsibilities to Kepler.

Kepler will be concerned about outside employment requests that:

- May reduce the employee's efficiency in working for Kepler.
- Involve working for an organization which is a competitor of Kepler or does a significant amount of business with Kepler.
- May adversely affect Kepler's image in its market.

Full-time employees may be permitted, but are not encouraged, to engage in outside employment or other work activities. Full-time Officers and senior management are expected to devote all of their working energies to the performance of their duties at the company and may not accept paid outside positions. Exceptions to this provision may be made by the President of Kepler.

Employees are cautioned to consider carefully the demands that additional work activities will create before requesting permission to seek or accept 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. If outside work activities cause or contribute to job-related problems, such employment must be discontinued, and if necessary, disciplinary procedures will be followed to deal with the problem which may include termination from Kepler.

3.0 PROCEDURES

Employee requests for permission to accept outside employment, including self-employment, must be submitted in writing to the employee's supervisor. The request should include any pertinent information about the outside employer, the nature of the job, and the hours expected to work. The supervisor will forward the request to the appropriate Senior Officer for approval and then to the Vice President of Business Operations for approval/disapproval.