

Policy: Moonlighting To Second Jobs Prohibited

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Applicability – All Employees on Company Roll

Total Number of Pages – 1

Moonlighting (**The practice of working secretly, without informing your employer at a second job**) is completely prohibited for all staff. It was found that a few staffs are engaged in Stock Trading/Consulting or any other similar jobs during their work hours. Hence it is completely abolished and no staff is allowed to do so.

It is in your interest that when you are in office/factory, only do your assigned job as it will keep your attention undivided, which will result in better production and the only way to rise to new heights is better production for all.

Also it is direct theft and dishonesty toward the company if you are doing moonlighting during office hours. All HODs are requested that they inform about this policy to all their juniors and also check randomly that there is no violation to it. If it is found that any employee violated this after the issuance of this policy, it may lead to their termination as it is better that they do only one Job, be it with us or at their second Job.

If any HODs knows and safeguards his/her juniors from this policy, they will be treated as the accessory to the violation of this policy and will be penalized about the same.

Only exception are those who have approval from the management about the same.

Those who are working at a second job after their working hours are also subjected to this policy.

ok approved

Written By

Head – HR



Approved

Approved By

Management