2.11 - OUTSIDE EMPLOYMENT

The conduct and activities of the employees away from the job must not: compete with, conflict with, or compromise the Company's interests; adversely affect job performance; or impede the ability to fulfill all responsibilities to the Company. This requirement prohibits employees from performing any services for customers on non-working time that is normally performed by Company personnel. This prohibition also extends to the unauthorized use of any Company tools or equipment and the unauthorized use or application of any confidential trade information or techniques. In addition, employees are not to solicit or conduct any outside business during paid working time or while on a leave of absence (medical or other).

Employees are cautioned to carefully consider the demands that additional work activity 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 activity causes or contributes to job-related problems, it must be discontinued and, if necessary, normal disciplinary procedures will be followed to deal with the specific problems.

Nothing in this policy is intended to impair any employee’s ability to work for any labor organization provided that such work does not impede the performance of his duties at the Company.