

## 7.18 Outside Employment

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to permit employees to hold secondary, outside jobs as long as they do not conflict with the employee's required duties at Licking/Knox Goodwill Industries, Inc.

### Procedure:

Employees may hold outside jobs as long as they continue to meet the performance standards of their job with Licking/Knox Goodwill Industries, Inc. All employees will be subject to Goodwill Industries' scheduling demands, regardless of any existing outside work requirements.

If Licking/Knox Goodwill Industries determines an employee's outside work interferes with their performance or ability to meet the requirements of Goodwill Industries as modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Licking/Knox Goodwill Industries, Inc.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from outside individuals or businesses for materials produced or services rendered while performing their jobs at Licking/Knox Goodwill Industries, Inc.