

## 5.4 Outside Employment Policy

LSC expects each employee to devote full time and attention to completing his or her LSC assigned duties and responsibilities during the work day. LSC recognizes that, at times, an employee may wish to pursue secondary employment outside of his or her LSC designated work hours. In such instances, LSC will permit an employee to engage in non-LSC-related work provided that the conditions below are met.

The employee must complete the Request for Outside Employment Form and deliver it to his or her manager. The manager will forward the request to the Ethics Officer for review. Employees engaged in outside employment at the time of the adoption of this Employee Handbook must provide notice to their managers at the time the Employee Handbook is adopted. Such employment will be approved unless it presents a clear conflict with LSC policy or regulations.

The Ethics Officer will review the request to ensure that the outside employment satisfies the following conditions:

1. The work does not interfere with or affect the employee's performance of his or her LSC duties and responsibilities.
2. The work does not interfere with or affect in any way, either directly or indirectly, any other employee's performance of his or her LSC duties or responsibilities.
3. The work is not with an LSC grantee, subgrantee, vendor, or consultant.
4. The work does not in any way conflict with or violate the LSC Act, its implementing regulations, or other applicable law; does not lead to the assumption that such activity is sponsored by or related to LSC's official operations; is consistent with LSC's Conflict of Interest policy; or compromise the interests of LSC in any other way.
5. The work does not involve the use of any LSC resources, equipment, or services, and is performed on the employee's own time either before or after his or her regularly scheduled LSC work hours or during the employee's lunch break.

The Ethics Officer will request any additional information needed to make a decision, and may contact the outside employer if needed. The Ethics Officer will issue a decision to the employee and his or her manager within five (5) business days of receipt of the request or additional information, whichever is later occurring, or will promptly advise all concerned if additional time is needed and provide an estimated completion date. If the request for outside employment is denied, a written explanation for the denial will be provided.

The employee may appeal a denial to the LSC President. The appeal must be in writing, and the LSC President or his or her designee will respond within five (5) business days or may request additional time to respond. If the President does not respond within five (5) business days or within any approved extension, the employee's appeal is granted.

If an employee's outside employment appears to negatively impact the employee's performance, the employee's manager will discuss it with the employee. If after consultation with the employee the manager determines that the outside employment is still negatively impacting the employee's

performance, the manager will consult with the President or his or her designee. The President or his or her designee will re-evaluate the outside employment request, and LSC's approval of the outside employment could be restructured or withdrawn with a written explanation to the employee.

The LSC Employment Application will direct a prospective employee to identify any work he or she wishes to continue if hired. Prior to offering LSC employment to any such candidate, the prospective employee must complete the Request for Outside Employment Form. An offer of employment only will be extended after the review process is completed and a final determination made. (The foregoing does not in any way limit or define the requirements under the Prior Representation Policy set forth in the Employee Handbook.)

If at any time following approval of an outside employment request, the hours, duties, location, or other significant component of the outside employment change, the employee has an affirmative obligation to provide timely written notice of the change(s) to the Ethics Officer.

No LSC officer may engage in outside employment receive compensation from any other entity without the approval of the Board of Directors.