

Policy on LGEC Staff undertaking Non LGEC work

This policy is built upon the principle that staff employed by LGEC have a responsibility not to undertake any work which may be detrimental to LGEC or LGEC's interests. The policy encompasses the following aspects:

1. All staff employed by LGEC should not engage in other work which might be incompatible with his / her responsibilities to LGEC or which might bring LGEC into disrepute. (An example of this would be a part time employee of LGEC having another part time job working as a debt collector for a loan shark.)
2. All staff employed by LGEC should not undertake paid work which may have a negative effect on their ability to fulfil their contractual obligations to LGEC. Staff are reminded of the limits on working hours as set by the European Directive on Working Hours.
3. Staff contracted by LGEC should not enter into contractual agreements with third parties or undertake work in an independent capacity where the work undertaken is of a nature that LGEC could undertake as an organisation, without the approval of the LGEC management committee.

Freelance work of a nature unrelated to LGEC's work may be undertaken by employees but where there may be doubt as to whether or not the work is of a nature that LGEC may undertake as an organisation then approval of the management committee should be sought.

Where staff are engaged in working in a freelance capacity prior to taking up employment with LGEC then this should be declared and agreement reached with regard to continuing this work prior to an offer of employment being made.

The policy applies equally to part time, full time, permanent and fixed term staff.

Adopted by LGEC Management Committee on 6th September 2004.

Signed on behalf of LGEC's Management Committee

Date