

Second Job Policy

To: All Service Employees
From: Harold Stangle, Project Manager
Date: June 30, 2017
Re: **Second Job Policy**

We realize that some employees may be required to work a second job in order to support their families. We completely understand these situations; however, we must ensure that our guards are alert and attentive at all times and not “sleep deprived” regardless of which shift they work. This policy was established due to actual incidents which occurred involving guards being exhausted on their posts and falling fast asleep in broad daylight. We cannot allow this to happen again.

The following rules for outside employment immediately apply to all employees:

1. Hamilton Private Security employees must carefully consider the demands that additional work activity will create before accepting outside employment.
2. Work-related activities conducted away from Hamilton Private Security must not exceed 16 hours per week.
3. 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 a different shift from time to time.
4. If outside work activity causes or contributes to job-related problems at your current post, you will be asked to discontinue the outside employment, you may be subject to the normal disciplinary procedures.

Your agreement to this policy is reflected by your signature below. If you do not agree to abide by this policy, you will forfeit your employment with Hamilton and will be expected to provide a two-week notice of departure.

X _____
Signature Printed Name Date