

	Outside Business Interests Policy	Ref:	026
		Issue Date:	November 2017
		Issue:	9

You are expected to devote your whole time, skill and attention during working hours to your work for the Company.

During your period of employment, you must not engage in any other work or activity (including self-employed activities or involvement in a spouse's, partner's or family business) outside working hours, whether paid or unpaid, without the prior written permission of your line manager. In order to seek your line manager's permission, you must inform them of:

- The name of the second employer (if applicable).
- The type of business in which the second employer is engaged (or the nature of the self-employed activity).
- The type of work involved.
- The proposed hours of work.
- The proposed location of the work.

Permission will not be granted for you to carry out any work or engage in any activity that the Company believes to be in direct or indirect competition with the Company's business or which otherwise might cause a conflict of interest or which in the Company's view does or might impair your ability to perform your duties for the Company fully, efficiently and safely.

Permission will also not be granted in relation to any work that would result in your working in excess of the maximum 48-hour working week required by the Working Time Regulations 1998, unless you have signed an opt-out agreement, or which would potentially impact on your health and safety when working for the Company or on the health and safety of others in the workplace.

If you are granted permission to engage in other work or activity, you must ensure you remain fit to do your job, for example by ensuring you do not become over-tired through working long hours.

Breach of this provision, for example by taking a second job (including self-employment) without permission, constitutes a disciplinary offence and will be subject to disciplinary action up to and including summary dismissal.

Reviewed:- 14th October 2025

S L Pickles
Director
Serendipity Healthcare Ltd