



SECONDARY EMPLOYMENT POLICY

Date approved:	Dec 2018	Date Policy will take effect:	Immediately	Date of Next Review:	Dec 2020
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Author:	Mitchell Brown				
Responsible Unit:	People and Culture				
Supporting documents, procedures & forms of this policy:	Conflict of Interest Policy Secondary Employment Declaration Form UOW Pulse Code of Conduct				
References & Legislation:	Independent Commission Against Corruption Act 1988				
Audience:	Internal – Pulse employees only				
Expiry Date of Policy (if applicable):	In place until reviewed				

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1 Purpose of Policy

- 1.1 This policy outlines what constitutes secondary employment for UOW Pulse employees, and specifies the responsibilities for employees and management in declaring, assessing and managing secondary employment. This policy is to be read in conjunction with the Conflict of Interest Policy.
- 1.2 UOW Pulse employees must not undertake secondary employment if such employment is a conflict of interest and may have an adverse effect, or perceived adverse effect on the performance of their duties and responsibilities, or on the reputation, integrity, finances or business of UOW Pulse.

2 Definitions

Word/Term	Definition
Secondary Employment	<p>Secondary employment means any employment with an organisation other than Pulse and includes self-employment, independent contracting or consulting, or employment by a family company.</p> <p>Secondary employment encompasses casual, part-time and full-time work, shift work. All such cases constitute secondary employment regardless of the duration of the employment.</p> <p>Secondary employment includes employment already held by a person at the time of their initial employment by Pulse.</p>
Conflict of interest	<p>An observable difference between an employee's professional obligation to Pulse and their personal interests. In such circumstances, an employee's professional actions or decisions are unacceptably influenced or affected by their own interests and are for their own benefit.</p>

3 Application & Scope

- 3.1 This policy applies to all UOW Pulse employees who may consider or undertake secondary employment during their employment with UOW Pulse.
- 3.2 This policy applies to all employees and management who may identify and/or be responsible for assessing and managing employees who request or undertake secondary employment during their employment with Pulse.

4 Identifying Secondary Employment

- 4.1 Secondary employment is all employment outside of UOW Pulse, including self-employment, independent contracting or consulting, or employment with a family company.
- 4.2 Secondary employment may be casual, part-time, full-time or shift work, paid or unpaid (such as voluntary work), regardless of the duration.
- 4.3 Secondary employment includes employment that was already held by an employee before their commencement at UOW Pulse.

5 Inappropriate Secondary Employment

- 5.1 The following are examples of inappropriate secondary employment, where a conflict of interest exists under this policy:
 - i. Secondary employment that is undertaken at the same hours that an employee is being paid as a UOW Pulse employee;
 - ii. Secondary employment that makes use of any UOW Pulse facility, equipment, or resource, including computer software and information technology resources;



- iii. Secondary employment that makes use of intellectual property, or may benefit from commercial or other information that the employee possesses by virtue of their employment with UOW Pulse;
- iv. Secondary employment with an organisation that may compete with UOW Pulse for funds, employees, projects, consultancy or in any other activity;
- v. Secondary employment with an organisation that supplies UOW Pulse with equipment, services or employees;

6 Managing Secondary Employment

- 6.1 All secondary employment must be carefully considered by employees and management in accordance with this policy, to avoid any conflict of interest or potential conflict of interest that may impact unfavourably on the finance, operations, reputation and integrity of UOW Pulse.

Employees

- 6.2 All employees must communicate with their relevant Manager or People and Culture if they are undertaking or considering secondary employment during their employment at UOW Pulse, particularly regarding whether the employment may be inappropriate under this Policy, as outlined under Section 5.
- 6.3 New employees must disclose any existing secondary employment to the relevant Manager or People and Culture prior to commencing work with UOW Pulse or as soon as is practicable.
- 6.4 Employees are required to submit written requests for approval of secondary employment to their relevant Manager in the attached Secondary Employment Declaration at the end of this policy.
- 6.5 Employees will follow the direction of their relevant Manager or other Senior Manager in the appropriate assessment and management of any potential or existing secondary employment, as outlined below in Subsections 6.8 – 6.14.
- 6.6 Managers who are undertaking or proposing to undertake secondary employment must discuss the appropriateness of such employment with the CEO and seek formal approval at this level.
- 6.7 Employees, suppliers and other external persons may report to a UOW Pulse Manager or People and Culture if they are concerned about an employee undertaking secondary employment that may be inappropriate.
- 6.8 Employees are responsible for reconsidering all approved secondary employment on a regular basis, to ensure continued compliance with this policy.

Management

- 6.9 The relevant Manager must speak with People and Culture if they are dealing with or have been alerted to secondary employment issues and vice versa, including through receipt of a Secondary Employment Declaration Form (mentioned above under Subsection 6.4).
- 6.10 It is the responsibility of the relevant Manager and People and Culture, to obtain and consider all relevant information expeditiously, in consultation with the employee and determine whether, under this Policy, as outlined under Section 5:
- i. The existing or potential secondary employment is not inappropriate and will therefore, be approved; or
 - ii. The existing or potential secondary employment is inappropriate and must be resolved.
- 6.11 Where secondary employment is deemed to be inappropriate, one or both of the following actions will be implemented by the relevant Manager, in collaboration with People and Culture:
- i. The employee will be required to take action to eliminate any conflict of interest or any unfavourable impact on UOW Pulse; and/or
 - ii. Additional processes will be implemented to ensure the impartiality of the employee in the performance of their duties.



- 6.12 All determinations, including approval or disapproval of secondary employment will be recorded on the employee's personnel file and the employee will be notified confidentially in writing. An employee will be entitled to provide a written comment in response.
- 6.13 Undisclosed or unapproved secondary employment may result in an allegation of misconduct being made against an employee, particularly if there is a significant conflict of interest or significant undisclosed use of UOW Pulse resources.
- 6.14 The Head of People and Culture must be involved if there is disagreement at any time, or if the matter becomes more complicated or requires external or legal action, including civil action or police intervention.
- 6.15 The Head of People and Culture, with the assistance of a People and Culture Business Partner, is responsible for managing all secondary employment issues that concern senior employees who are at the Manager level.

7 Roles & Responsibilities

16. UOW Pulse Management has a responsibility to:
- Ensure that employees are advised of the Secondary Employment Policy and that it is accessible to employees;
 - Ensure that this Policy is implemented and applied consistently across all areas;
 - Ensure that all records relating to employees are treated as confidential and not disclosed to other employees; and
 - Assist with the resolution of any disputes about the Policy.
17. UOW Pulse employees have a responsibility to:
- Comply with the Secondary Employment Policy;
 - Assist with the resolution of any disputes about the Policy.

8 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	06/02/09	Wayne Clark, Assistant General Manager.	New policy developed to supersede the Conflict of Interest Policy, Policy Number: HR/ER/31-04/01
2	21/07/2011	Wayne Clark, Asst General Manager.	Migrated into new QA format. Minor grammatical changes.
3	11/2011	Wayne Clark, Assistant General Manager	Definitions added
4	5/2013	Wayne Clark, Assistant General Manager	Structural and grammatical changes made. Added the Declaration form to the end of the policy for better control and ease of control and added reason why if declined. Defined roles able to authorise secondary employment.
5	01/2017	Wayne Clark, Assistant General Manager	Replace UniCentre logo with UOW Pulse logo. Replace mentions of "UniCentre" with "UOW Pulse". Change 'staff' to 'employee'
6	Dec 2018	Shannan Human, Senior People and Culture Business Partner	Minor wording changes consistent with updated legislation, minor changes to document structure.



Appendix A Secondary Employment Declaration

Information <p>This declaration must be read in conjunction with UOW Pulse's Secondary Employment Policy. The completed form will be filed on the employee personnel file.</p> <p>The aim of this declaration is to ensure that any secondary employment that is undertaken by an employee does not cause a conflict or potential conflict of interest, actual or perceived. It is to ensure that the secondary employment does not impair in any way the employee's ability to perform all expected duties and responsibilities of their position with UOW Pulse.</p>		
Details		
First Name		
Last Name		
Employee Number		
Secondary Employment		
Place of Secondary Employment		
Position Held		
Hours Worked per Fortnight		
Expected Duration of Employment		
Any Additional Information		
Signed (Employee)		Date
UOW Pulse Decision <input type="checkbox"/> Approved <input type="checkbox"/> Denied; Why?		
Signed (Senior Manager)	Full name (printed)	Date