



Outside Employment Policy

July 2023

POLICY STATEMENT:

Helen & Joey Estate and Re'em Yarra Valley prefers that its regular full-time team members do not accept employment with another business. However, it is not the intention of Helen & Joey Estate and Re'em Yarra Valley to control or regulate the use of its team members' personal activities outside working hours. The primary interest of Helen & Joey Estate and Re'em Yarra Valley is to avoid a conflict of interest and the possible negative effect simultaneous employment or work activities may create.

PROCEDURES:

1. Outside Employment

- a. Regular full-time team members are expected to maintain a professional loyalty to Helen & Joey Estate and Re'em Yarra Valley and to its team members.
- b. Any regular full-time team member who feels they must accept outside employment in a business or organisation for purposes of augmenting their income, may do so if this work does not interfere with the demands of their regular job and does not reflect in a negative way on their personal integrity that would limit his or her ability to perform job duties and responsibilities in an ethical manner.
- c. Any outside employment accepted by regular full-time team members that could give rise to a conflict of interest, adversely affect job performance, or compromise loyalty to Helen & Joey Estate and Re'em Yarra Valley or to its fellow team members is not permitted.
- d. Any part-time or casual team member who wishes to work at another job outside of Helen & Joey Estate and Re'em Yarra Valley may do so, as long as it does not interfere with his or her job performance or the scheduling of work shifts.
- e. All employment that is in addition to employment with Helen & Joey Estate and Re'em Yarra Valley must have prior approval. In this regard, all team members are expected to inform their Direct Manager when accepting any outside employment.
- f. If any team member believes a conflict of interest may arise by virtue of outside business or work activities, these team members are expected to discuss these matters with their Direct Manager



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and/or Venue Manager so that appropriate strategies may be implemented to protect the Helen & Joey Estate and Re'em Yarra Valley business.

- g. Violation of this policy will not be tolerated, team members who hold employment at any other business or organisation that adversely affects the operation, the reputation, or the integrity of Helen & Joey Estate and Re'em Yarra Valley may be terminated.