Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with **[FIRM]**. All employees will be judged by the same performance standards and will be subject to **[FIRM]**'s scheduling demands, regardless of any existing outside work requirements.

If **[FIRM]** determines that an employee's outside work interferes with performance or the ability to meet the requirements of **[FIRM]** as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with **[FIRM]**.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside **[FIRM]** for materials produced or services rendered while performing their duties at **[FIRM]**.

Employees may not directly or indirectly for his/herself or any firm or entity with which the employee is associated, without the prior written consent of **[FIRM]** solicit to provide any professional services such as those provided by **[FIRM]** for anyone or any entity who is a client of the firm at any time during the employee's employment with the firm.

Employees may not directly or indirectly, for his/herself or any firm or entity with which the employee is associated, without the prior written consent of **[FIRM]**, solicit for employment any employee of **[FIRM]** or otherwise disrupt, impair, damage or interfere with **[FIRM]'s** relationship with its personnel.

This policy shall not apply to **[FIRM]'s** clients for whom the employee performed services or with whom the employee had significant and professional contact, prior to

becoming employed with **[FIRM]** and for which the employee made disclosure to the firm.