



GSI POLICY NUMBER HR-0001	REVISION # 1	EFFECTIVE DATE: NOV 1 2016	NUMBER OF PAGES 1
------------------------------	-----------------	-------------------------------	----------------------

"PROVIDING THE WARFIGHTER THE RIGHT SOLUTIONS AT THE RIGHT TIME"

POLICY TITLE: Outside Employment

It is the policy of GSI that all employees are fully committed to their duties with GSI first and foremost. GSI may allow employees to engage in outside employment, but only if GSI determines that the employment will not interfere with the performance of their duties for GSI and will not conflict with GSI's relations with industry or Government agencies.

Purpose

1. GSI requires that employee's activities and conduct away from the job must not compete or conflict with or compromise its interests or adversely affect job performance and the ability to fulfill all responsibilities to GSI. This requirement, for example, prohibits employees from performing any services for customers on non-working time that are normally performed by GSI personnel. This prohibition also extends to the unauthorized use of any GSI tools or equipment and the unauthorized use or application of any confidential trade information or techniques. In addition, employees are not to solicit or conduct any outside business during paid working time.

2. 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 different hours. If outside work activity causes or contributes to job-related problems, it must be discontinued; and, if necessary, normal disciplinary procedures will be followed to deal with the specific problems.

3. Employee requests for permission to accept outside employment, including self-employment, should be submitted in writing to the employee's department head. The request should include any pertinent information about the outside employer, the nature of the job, the hours of employment, and potential conflicts with the primary job.

4. The supervisor and/or manager, Sr. Executive of the Operating Group and the Sr. Director of Corporate Human Resources are responsible for reviewing all requests for outside employment, rendering a timely determination of whether such employment will or will not interfere with employees duties at GSI, notifying the immediate supervisor/manager of the decision.