

Policy:	Outside Employment	Policy Reference and Revision Number:	HR 031 Rev 000
Department:	Human Resources	Effective Date:	09/01/2023
Authorized By:	SVP Human Resources	Page:	Page 1 of 1

PURPOSE

To establish guidelines for employees who may need or want to hold additional jobs outside their employment with the company. Employees of BWC Terminals (“BWC”) are permitted to engage in outside work or hold other jobs, subject to certain restrictions based on reasonable business concerns.

POLICY

BWC will not limit an employee’s activities during non-working hours unless those activities interfere or conflict with the performance of the employee’s primary BWC job and responsibilities. This includes limiting the employee’s availability for overtime or being assigned additional workdays, work hours or shifts as customer demand may dictate. What a BWC employee does with their free time, outside of paid work hours, is their choice. However, for all full-time employees, BWC requires that the employee’s position at the company be their primary employment source. Any outside activity the employee may choose to engage in must not interfere with his/her ability to perform his/her job duties properly and adequately at BWC.

PROCEDURE

No employee of BWC shall engage in the same or similar line of business as is carried out by BWC. Additionally, employees engaging in outside employment must comply with BWC’s practices and policies regarding conflict of interest, confidentiality, and protection of confidential and proprietary information. Employees may not conduct outside work or use BWC property or equipment in connection with any secondary employment. All full-time BWC employees agree that they shall not have a substantial financial interest in any company that is a competitor of or supplier of BWC.

To ensure compliance with this policy all full-time employees must notify Human Resources, in writing, of their intent to obtain additional employment or if already holding secondary employment, must annually re-certify this information to Human Resources. Human Resources will maintain a record of BWC employees holding secondary employment and evaluate whether any conflict may exist between the employees primary BWC job and the secondary opportunity.