

**Section Name:** CORPORATE POLICIES – EMPLOYEES  
**Section No:** 2  
**Policy No:** 2.12

**Date:** 04/12  
**Supersedes:** 07/99

**Subject** SECONDARY EMPLOYMENT

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Employees are discouraged from dividing their time and energies between the Company and other employers or self-employment ("secondary employment"). Special circumstances of individual employees who feel they must augment their income by secondary employment will be considered.

Secondary employment may in no event involve employment or self-employment in a printing business, adhesive products business, or any business competing with or purchasing from or selling to any Company unit. Any exceptions must be reported to the corporate General Counsel for review, and may be reviewed by the Governance and Social Responsibility Committee of the Board of Directors.

### **PROCEDURE**

1. Employees who are required to complete the Conflicts of Interest questionnaire must report any secondary employment on that form, which may be reviewed by the Governance and Social Responsibility Committee of the Board of Directors.
2. Prior to engaging in secondary employment, employees wishing to engage in secondary employment must inform their supervisor who in turn must obtain the prior approval of the unit manager. The following conditions must be met before such approval may be granted:
  - The secondary employment does not interfere with the employee's efficiency, attendance or job performance.
  - Employees must notify their supervisors in writing of the commencement and nature of the secondary job, and of its termination.
3. Human Resources shall communicate this policy to final candidates for hire at the time of an employment offer. Employees engaged in secondary employment at the time Company employment commences must bring that fact and all other pertinent information to the immediate attention of their supervisor, in writing, at or before the time of hire. For employees who are required to complete the Conflicts of Interest questionnaire, any such information shall be reviewed with the Corporate Compliance Officer, and may be reviewed by the Committee of the Board of Directors.
4. Unit managers are responsible for communicating this policy to their unit employees.

### **Updates:**

Human Resources

### **References:**

Corporate Principle:

1.1, Legal and Ethical Conduct

Corporate Policy:

7.12, Conflict of Interest

## Related Topics

Section Name	Policy No	Subject
CORPORATE POLICIES – LAW	7.12	Conflict of Interest
CORPORATE PRINCIPLES	1.1	Legal and Ethical Conduct