

Second Job Policy

Pro Language Ltd, McLintocks, S70 2NZ
Company Number: 11455383

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Introduction

The purpose of this policy is to set out the circumstances in which you can take a second job. In this policy, a second job means any job, whether paid or unpaid, with any employer and on any type of contractual arrangement, or on a self-employed basis. The carrying out of public duties does not count as a second job, nor do outside interests such as managing personal investments. The policy does not form part of your contract of employment, and we reserve the right to amend it at any time.

Scope

This policy applies to employees. It does not apply to workers, contractors, consultants, or any self-employed individuals working for the organisation.

Your contract of employment

We recognise that there are various reasons why employees may need to take a second job. However, your contract of employment may include a provision which prohibits you from taking a second job. If this is the case, you are not permitted to take a second job.

If there is no such provision in your contract of employment, you may be permitted to take a second job. However, before accepting a second job, you must request and obtain the written permission of your line manager.

Requesting permission

Your request should be made in writing by email to your line manager, stating clearly the:

- name of the second employer;
- type of business in which the second employer is engaged;
- type of work involved;
- proposed hours of work; and
- proposed location of the work.

Your line manager will confirm what steps will be taken to consider your request. This may include inviting you to a meeting before providing you with a decision.

Decision

Your line manager will give you a decision in writing, usually within one week of your request. However, if this is not possible, you will be informed of the reason for any delay. If your request is refused, your line manager will explain the reasons in writing.

Permission to take a second job will only be refused if there is good reason, for example if:

- the job is with a competitor or an organisation engaged in the same type of business as us;
- the job is with a customer or a client of our organisation;
- the job is with an organisation that provides goods or services to our organisation, or has any other type of contractual arrangement with our organisation;
- the job might, in our opinion, represent a conflict of interest or reflect badly on our reputation;
- the hours of work are likely, in our opinion, to interfere with your performance, attendance and/or timekeeping;
- hours of work might have an adverse impact on your availability to work overtime with our organisation, as required by your contract of employment; or
- the total number of hours worked in both jobs would be likely, in our opinion, to impact on health and safety or breach working time legislation.

If you are unhappy with the decision, you can raise a formal grievance in accordance with our grievance procedure.

Your wellbeing

Where we provide consent for you to take a second job, we ask you to be mindful that you are not overworking. You must tell us in writing immediately if there are any changes to the terms of your secondary employment, including changes to your hours of work.

Working hours and rest breaks

To comply with working time legislation, you must ensure that your working hours in the two jobs combined do not exceed an average of 48 hours per week and that you take adequate rest periods.

If you wish to work in excess of the maximum 48-hour week, you will need to sign a form to opt out of 48-hour working week.

Withdrawing permission

Your line manager will regularly review the arrangements. If at any time we consider your second job is impacting on your performance, attendance, timekeeping, or any other aspect of your employment, your line manager will discuss this with you and take any necessary steps. In such circumstances, we reserve the right to withdraw any permission given to you to undertake a second job.

Breaches of this policy

A breach of this policy will be dealt with under our disciplinary procedure and may result in disciplinary action, up to and including summary dismissal.

Review

This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed 2-years after initial approval and thereafter on a triennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

Definitions

Pro Language ("we", "us", "our")

The Employee ("you")