

| | | | |
|---|---|------------------------|--|
| Institute for Medical Research, Inc. | Policy on Outside Employment | No. 105 | |
| | | Effective Date 4/14/09 | |
| | | Revision Date | |
| | | Final Approval | Approved by IMR Board of Directors: 4/14/09 |

Purpose

To establish IMR's guidelines regarding outside employment.

Scope

IMR Board of Directors, Employees and Investigators

Policy

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

If IMR determines that an employee's outside work interferes with the performance or the ability to meet the requirements of their IMR position, the employee may be asked to terminate the outside employment if he or she wishes to remain in their IMR position.

A Federal criminal statute prohibits employees from participating personally and substantially in a particular matter in which the employee, to the employee's knowledge, has a financial interest, if the matter would directly and predictably affect that financial interest. The Government-wide Standards of Ethical Conduct for Employees of the Executive Branch, found in 5 CRF 2635, contain additional restrictions on outside activities.