

ABI Resources LLC

Outside Employment

For purposes of this policy, "outside employment" includes self-employment, consulting activities, and volunteer activities that, if compensated, could be considered outside employment. An example of a volunteer position would be a bookkeeper who volunteers as a treasurer for his/her church.

Individuals employed by ABI Resources LLC may hold outside jobs as long as they meet the performance standards of their job with ABI Resources LLC.

Employees should consider the impact that outside employment may have on their ability to perform their duties at ABI Resources LLC. All employees will be evaluated by the same performance standards and will be subject to ABI Resources LLC scheduling demands, regardless of any outside work requirements.

Employees are not required to notify their supervisor of outside employment if it is conducted outside of regular work hours, off premises, and does not require the job skills and/or qualifications used in his/her employment at ABI Resources LLC.

Employees are required to request approval for outside employment if the outside employment is conducted during regular work hours, on premises, or if it requires the same job skills and/or qualifications used in his/her employment at ABI Resources LLC, or if it presents a real or perceived conflict of interest.

When required, requests for approval of outside employment are to be submitted to a supervisor prior to beginning that employment. Each employee's request for outside employment is to be reviewed and decided on its own merits, considering such factors such as the type of work to be done, the type of business and the duration of employment. Approval for outside employment is valid for one calendar year or until the outside employment changes. Each change in outside employment requires specific prior approval. If the outside employment negatively impacts on the employee's work at ABI Resources LLC a supervisor may withdraw approval for that outside employment. Failure to obtain prior approval for outside employment, or engaging in outside employment when such approval has been denied, may result in disciplinary action.

If ABI Resources LLC determines that an employee's outside work interferes with their job performance or their ability to meet the requirements of ABI Resources LLC, as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with ABI Resources LLC.

Outside employment that constitutes a conflict of interest is prohibited.