



"Offering our community more than a home"

NEW

Secondary Employment Policy

SMT Review date:	September 2026
Previous Approval:	n/a
Management Committee submission:	October 2026
Next Review date:	September 2029 (or when new guidance received)

CHA Objectives:

- To ensure that our resources are adequate to deliver our objectives by investing in our people, increasing digitalisation, demonstrating value for money and through robust procurement practices.
- To manage the houses provided, in a professional and cost-effective manner, for the benefit of our local community and the environment.
- To promote social inclusion by applying principles of equality and diversity to everything we do.

Regulatory Standards:

- The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.
- The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these objectives.
- The RSL manages its resources to ensure its financial well-being and economic effectiveness.
- The RSL conducts its affairs with honesty and integrity.
- The governing body and senior officers have the skills and knowledge they need to be effective.

If you have difficulty with reading this policy, including any difficulties with sight or hearing, or if you require this document translated into another language, please contact us and we will be happy to provide this information in a format that suits your needs.

INTRODUCTION

Clydebank Housing Association (CHA) recognises that employees may wish to take up secondary employment for a variety of reasons. The purpose of the policy is to set out the steps employees should take prior to considering taking on secondary employment and set out how this will be managed by the organisation.

The purpose of the policy is to encourage employees to speak openly to their manager if they are considering taking on a second job with the knowledge that their request will be given full consideration.

This policy applies to employees only.

In this policy secondary employment means any job with any employer and any type of contractual arrangement.

Related Documents

Contract of Employment

In specific situations an employee's contract of employment may include a provision which prohibits them from taking on secondary employment which will have been discussed at recruitment. If this is the case, the employee is not permitted to take on secondary employment. If no such provision or clause is contained within the contract of employment the employee may be permitted to take on a second job.

Code of Conduct

The code of conduct may set out rules relating to secondary employment which should be taken account of when applying this policy.

Working Time Regulations 1998

The Working Time Regulations 1998 set out rules on the maximum working hours and minimum breaks. As a minimum, Clydebank Housing Association will ensure that the hours and breaks for all employees comply with this. In particular, the maximum working hours per week should not exceed an average of 48 hours which is calculated over a 17-week reference period.

Employers should ensure that employees receive adequate rest breaks and uninterrupted rest periods in line with the legislation.

If it has been agreed that an employee can take up secondary employment, they must ensure that their working hours in both jobs combined do not exceed an average of 48 hours per week and that the provisions for rest breaks and uninterrupted rest are adhered to. If an employee wishes to work in excess of an average of 48 hours per week, they must agree to opt out from the 48 hours working week by completing the form attached in appendix 1.

Secondary Employment Procedure

Application

To request permission to take up secondary employment the employee must follow the procedure laid out below:

- Apply in writing to their line manager using the application form (Appendix 2).
- State the name of their prospective second employer.
- Confirm the type of business the second employer carries out.
- Outline the type of work they will undertake.
- Specify the proposed total number of hours per week including shift patterns.
- Sign and date the form.

Once the request is received

If the line manager has no further questions and is happy to accept the request based on the information provided, this will be confirmed in writing to the employee.

If the line manager requires further information to allow them to fully consider the request a meeting with the employee will be arranged.

The Meeting

- The employee will be invited in writing to a meeting to discuss their request in more detail.
- After the meeting the line manager will inform the employee of their decision in writing.

Rejection

If the request to undertake secondary employment is declined this will be confirmed in writing by the employee's line manager. This response will outline the reasons for their decision.

Permission to take on a secondary employment will only be refused for legitimate reasons such as:

- The job is with a competitor, or an organisation engaged in the same or similar type of business as the organisation.
- The job is with a customer or client of the organisation.
- The job may represent a conflict of interest.
- The hours of work / shift pattern are likely, in our opinion, to interfere with performance, attendance or timekeeping of the employee.
- Potential damage to the organisation's reputation.

If the request is rejected and the employee proceeds to take up secondary employment this may be viewed as gross misconduct and managed in line with the disciplinary policy.

Appeal

If an application is refused, the employee may appeal the decision to one level of management above the manager who made the original decision. The appeal should be made in writing within 5 working days of receiving the outcome.

Upon receipt of the appeal, the employee will be invited in writing to attend a meeting to discuss their appeal. Following this, the manager hearing the appeal will inform the employee of their decision in writing. This decision is final and there will be no further opportunity to appeal.

Sickness

Clydebank Housing Association acknowledges that, in limited circumstances, an employee may be able to carry out duties associated with their secondary employment while being unfit for work in their main job. If an employee is unfit for work but still able to carry out duties in their secondary employment, they must discuss this with their line manager to explore options for adjustments to return to their main job and if that is not possible to agree parameters for review. If it is possible that carrying out these duties will impact on the employee's recovery and ability to return to their main job, then this will be discussed with them, and the employee will not be permitted to carry out secondary employment during this time.

Review of Agreement

Review periods for this arrangement will be agreed during the initial stages of the process and confirmed to the employee in writing when agreement is confirmed.

Out with the agreed review timescales if there is evidence that an employee who is carrying out secondary employment is not fulfilling the duties of their main job this will be discussed with them. The manager will discuss the issues and support available for the employee.

In such circumstances, Clydebank Housing Association reserves the right to withdraw any permission given to an employee to undertake secondary employment.

Changes to Secondary Employment

If there any changes to the terms of the secondary employment, including changes to hours of work, an employee must notify their line manager as soon as possible.

The line manager will consider this new information and speak to the employee if this will affect a change to the original agreement on secondary employment. If a change to the agreement is being considered, a meeting will be arranged in line with the original application procedure detailed earlier in this policy.

Breaches of this Policy

Failure to adhere to the provisions of this policy and / or not to follow the decisions reached on secondary employment may be viewed as an act of gross misconduct and managed in line with the disciplinary policy.

General Data Protection Regulations

The organisation will treat your personal data in line with our obligations under the current Data Protection Regulations and our Data Protection Policy. Information regarding how your data will be used and the basis for processing your data is provided in Clydebank Housing Association's employee privacy notice.

Equality and Human Rights

We will not discriminate on the grounds of Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex, and Sexual Orientation. An Equality Impact Assessment has been carried out and none of these protected groups will be unduly affected by this Policy. The Policy applies to all.

The Association will provide equality of opportunity and fair treatment for all, ensuring that no individual or group is treated less favourably than anyone else. We work closely with community stakeholders, to provide assurance that we are achieving these aims.

The Association will meet, and where appropriate exceed our obligations under the Equality Act 2010, including the general equality duty in the Act, to ensure we do not discriminate against, harass or victimise a person because they have one or more of the nine protected characteristics described in the Act.

An Equality Impact Assessment has been carried out as part of the review of this policy, in order to assess where the aims of this policy may have a positive, negative or neutral impact upon any of the nine Protected Characteristics set out in the Equality Act 2010.

Review of Policy

CHA undertakes to review this policy regularly, at least every three years after the initial first year review, with regard to:

- Applicable legislation, rules, regulations and guidance
- Changes in the organisation
- Continued best practice

This policy does not form part of your contract of employment, therefore may be updated or withdrawn at any time. If this happens it will be communicated to you accordingly.

For Office Use Only – Actions

Customer Consultation Required/Arranged	No
Intranet Update	Yes
F Drive Update	Yes
Website Update	No
Leaflet change required?	No
Newsletter Promotion?	No
Other information updated, e.g. posters, automatic email responses, post cards, answering machine messages, etc.	No
Equality Impact Assessment completed and attached	Yes

Agreement to opt out of 48-hour working week	
Employee's name:	
Job title:	
Department:	
In accordance with the Working Time Regulations 1998, I understand that I am not required to work more than 48 hours per week which is averaged out over a 17-week period. Further to recent discussions which took place on (Insert Date) regarding my secondary employment, I wish to confirm that I voluntarily opt out of the working time regulations confirming that I may work for more than an average of 48 hours per week up to and including a maximum of 60 hours. In relation to the above paragraph these hours may be worked solely at Clydebank Housing Association or at my secondary employment which has been discussed and agreed with my line manager. I understand that I can withdraw my consent at any time and provide 7 days' notice.	

Employee name:	
Employee sign:	
Date form submitted:	

Manager name:	
Manager sign	
Date request received:	

Application to take on secondary employment

Name of prospective employer	
Business of prospective employer	
Duties which will be carried out with prospective employer	
Hours and shift pattern of proposed employment	

I request to apply for permission to take on secondary employment.

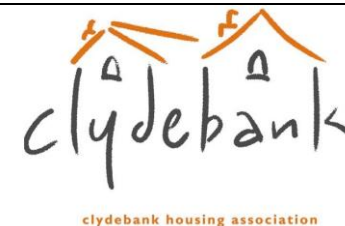
I can confirm I have read and understood the Secondary Employment Policy.

Employee name:	
Employee sign:	
Date form submitted:	

Manager name:	
Manager sign	
Date request received:	

Clydebank Housing Association Equality Impact Assessment Tool

The Equality Impact Assessment process aims to prevent discrimination against people who are categorised as being disadvantaged or vulnerable within society (as listed in point 4).



Name of the policy / proposal to be assessed	Secondary Employment	Is this a new policy / proposal or a revision?	NEW POLICY
Person(s) responsible for the assessment	Lynette Lees, Chief Executive		
1. Briefly describe the aims, objectives and purpose of the policy / proposal	The purpose of the policy is to set out the steps employees should take prior to considering taking on secondary employment and set out how this will be managed by the organisation.		
2. Who is intended to benefit from the policy / proposal? <i>(e.g. applicants, tenants, staff, contractors)</i>	This policy applies to employees only.		
3. What outcomes are wanted from this policy / proposal ? <i>(e.g. the benefits to customers)</i>	To set out clear concise guidelines for CHA employees considering secondary employment roles. To encourage employees to speak openly to their manager if they are considering taking on a second job with the knowledge that their request will be given full consideration.		

4. Which **protected characteristics** could be **affected** by the proposal? (*tick all that apply*)

☒ Minority Ethnic ☒ Gender ☒ Disability ☒ Sexual Orientation ☒ Age ☒ Religion ☒ Transgender /Transsexual ☒ Marriage /Civil Partnership ☒ Pregnancy /Maternity

5. If the policy / proposal is not relevant to any of the **protected characteristics** listed in part 4, state why and end the process here.

Applicable to all – no particular group will be adversely affected by this Policy

6. Describe the likely positive or negative impact(s) the policy / proposal could have on the groups identified in part 4	Positive impact(s)	Negative impact(s)
	Applicable to all – no particular group will be adversely affected by this Policy	
7. What actions are required to address the impacts arising from this assessment? (<i>This might include; collecting additional data, putting monitoring in place, specific actions to mitigate negative impacts</i>).	Staff awareness – post details on Intranet and inform SMT of new Policy and application process.	

Lynette Lees

Signed: _____ (Job title): Chief Executive Officer

Date the Equality Impact Assessment was completed: 05.10.2026

**Please save the completed document at the following location: -
F:Policies&Procedures/Equal Opportunities/Policies/Impact Assessments**