



Memo

To all Strada Electric & Security field employees:

Strada Electric & Security strictly forbids any Strada Electric & Security employee to do any work for homeowners or builders that was not authorized by Strada Electric & Security. Below is the company policy on “Outside Employment” you can find in the employee manual on page 26.

Outside Employment

What you do on your free time is your own business. However, if you are employed by Strada Electric & Security in a full-time position, Strada Electric & Security will expect that your position here is your primary employment. Any outside activity must not interfere with your ability to properly perform your duties at Strada Electric & Security.

If you are thinking of taking on a second job, you are required to notify your manager immediately. He or she will thoroughly discuss this opportunity with you to make sure that it will not interfere with your job at Strada Electric & Security nor pose a conflict of interest. Moonlighting (performing work in the same industry) is never allowed.

No material will be used for unauthorized projects or jobs. If discovered that any Strada Electric & Security material or property was used on side jobs, legal prosecution can and will be taken.

Any employee suspected of doing side work will be given a written warning that will be included in your personnel record.

If an employee is caught doing side work the employee will be terminated immediately. The employee could face legal prosecution by Strada Electric & Security.

I, _____ have read and understand the terms of this memo.

Employee Signature

Date