

**THE MISSISSIPPI LOTTERY CORPORATION
POLICIES AND PROCEDURES MANUAL**

HUMAN RESOURCES

OUTSIDE EMPLOYMENT POLICY

PURPOSE

This document establishes a uniform policy for outside compensation employment for employees of the Mississippi Lottery Corporation (“MLC”) and explains the responsibilities and requirement for approval of outside employment. This policy applies to all employees and organizational departments of the MLC.

DEFINITIONS

Outside Employment – Simultaneous employment with the MLC and another employer including self-employment.

POLICY

1. Employment with the MLC shall take precedence over other occupational interests of employees. No employee may engage in any outside employment, including self-employment, or have business interests without obtaining prior approval. Conflicting outside employment or any omissions, misrepresentations, misstatements or falsifications pertaining to outside employment may be considered grounds for dismissal.
2. Employees interested in obtaining outside employment (including self-employment) must complete the outside employment approval form.
3. All outside employment must be requested and submitted, **in advance**, by the employee to his or her immediate manager for approval. Managers will submit, in writing, their recommendation to the Vice President of Human Resources before final approval is made. The MLC President must approve all requests for compensated outside employment.
4. Employees of the MLC must be cognizant of the following constraints with regard to outside employment:
 - a. Such employment/business interest shall not interfere with the efficient performance of the employee’s duties;
 - b. Such employment/business interest shall not involve a conflict of interest or conflict with the employee’s duties;
 - c. **Employment with any vendor, contractor, or retailer of the MLC is strictly prohibited;**
 - d. Such employment/business interest shall not occur during the employee’s regular or assigned working hours unless the employee is on either paid or unpaid leave;
 - e. Such employment/business interest shall not give the appearance of impropriety;
 - f. Such employment/business interest shall not involve any contract for goods or services to be provided to the MLC.

5. Should a final determination be made deeming the employment/business interest incompatible with employment by the MLC, the President in his or her sole discretion may require the termination of such employment/business interest as a condition of continued employment with the MLC.