

	Outside Work or Activity Disclosure and Approval Form	HRF059
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Please click on the following link to the [Outside Work Policy](#) for a definition of “outside work or activity” and for more information about this Policy.

Name:	
Unitec ID No:	Dept:

I hereby disclose that I am currently undertaking and/or intend to undertake the following outside work or activity:

Name of outside organisation:	
Duration of outside work/activity:	to
I am and/or will be engaged as an <input type="checkbox"/> Independent contractor <input type="checkbox"/> Employee <input type="checkbox"/> Other	
Brief description of outside work or activity, estimated time it will take, and any possible conflict with my employment at Unitec:	

I confirm that in the outside work or activity I am and/or will be undertaking:	
(a)	any possible conflict with my employment at Unitec has been disclosed; and
(b)	there is no competition with Unitec activities; and
(c)	there is no potential for damage to Unitec’s reputation; and
(d)	there has been and/or will be no impact on my or any other staff member’s normal workload obligations; and
(e)	there will be no undue inconvenience to other Unitec staff and/or students or cause for their workload to increase; and
(f)	no Unitec resources have been and/or will be used, including Unitec’s communications system (i.e. telephone, email), other than as has been approved in writing by my Head of Department / Manager (attach approval to this form); and
(g)	the work has been and/or will be conducted off campus and outside work hours; and
(h)	no Unitec letterhead, stationery, address or contact detail (including electronic mail and telephone) has been and/or will be used; and
(i)	no Unitec entity has appeared and/or will appear as a party to any contract entered into; and
(j)	no administrative, secretarial or technical area of Unitec has provided and/or will provide services for, or assistance with, the private paid outside work.

Applicant’s initials: _____

I further acknowledge that disciplinary action may be taken against me if I fail to disclose any relevant information, and/or supply any false or misleading information, and/or fail to abide by the commitments I have made, on this form. I undertake to notify my Manager immediately if any statement or information I have given here becomes untrue.

I understand that significant changes to the information included on this form will require a new disclosure and approval.

Applicant's signature:

Date:

Recommendation by Manager

I am satisfied that the conditions of the Outside Work Policy are being met.

Approval for this outside work or activity is: ☐ recommended.
☐ not recommended.

Name:

Position:

Signature:

Date:

Decision by appropriate Executive

This disclosure is ☐ Consistent with the requirements of the Outside Work Policy
☐ Not consistent with the requirements of the Outside Work Policy
therefore the work/activity described is duly ☐ Approved
☐ Not approved.

Name:

Position:

Signature:

Date:

Once a decision has been made, a copy of this form is to be forwarded to:

- ☐ The staff member concerned (applicant)
- ☐ Manager
- ☐ Human Resources

Human Resources Office Use

All details and signatures checked and completed

☐ Yes ☐ No

HRMIS updated

☐ Yes ☐ No

The information collected on this form will be managed in accordance with [Unitec's Privacy of Information Policy](#).