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Conflict of Interest and Outside Employment Policy

Cutting Edge Renovation & Painting expects employees to act in the best interest of the Company and to avoid situations where personal interests, outside work, financial interests, or personal relationships may interfere with Company responsibilities.

Employees are expected to use good judgment, be honest in business dealings, protect Company resources, and promptly disclose any situation that could create an actual or potential conflict of interest.

Purpose

The purpose of this policy is to help employees understand and avoid conflicts of interest, including situations involving outside employment, side work, customer relationships, vendor relationships, use of Company property, and competing business activities.

A conflict of interest may exist when an employee's personal interests or outside activities interfere with, or appear to interfere with, the employee's ability to perform their job fairly, objectively, safely, and in the best interest of Cutting Edge Renovation & Painting.

Outside Employment

Outside employment is not automatically prohibited. However, outside employment must not interfere with the employee's responsibilities to Cutting Edge Renovation & Painting.

Employees may not engage in outside employment that:

- Interferes with attendance, scheduling, or job performance
- Creates fatigue or safety concerns
- Competes with the company
- Creates a conflict with company customers, vendors, or business interests
- Uses company time, tools, vehicles, materials, equipment, or information
- Affects the employee's ability to perform their job professionally and reliably

Employees are expected to notify HR or management if outside employment may create a conflict of interest or interfere with Company work.

Side Work

Employees may not perform side work for Company customers, former customers, vendors, subcontractors, or contacts obtained through Company work unless approved by management.

Employees may not use their position with Cutting Edge Renovation & Painting to solicit personal work, side jobs, or private business from customers or jobsite contacts.

Examples of prohibited side work include:

- Offering to complete additional work directly for a customer outside the Company
- Giving a customer personal contact information for private jobs
- Using Company estimates, pricing, materials, or job information for side work
- Performing work that competes with the Company
- Using Company tools, vehicles, equipment, uniforms, or materials for personal jobs

Use of Company Property

Company property may only be used for authorized Company business unless management approves otherwise.

Employees may not use Company property for outside employment, personal projects, or side work, including but not limited to:

- Vehicles
- Tools
- Equipment
- Ladders
- Materials
- Credit cards
- Fuel cards
- Phones or devices
- Uniforms or company shirts
- Customer lists
- Estimates, pricing, or internal documents

Misuse of Company property may result in corrective action, up to and including termination.

Customer Relationships

Employees are expected to treat customers professionally and to protect the Company's business relationships.

Employees may not:

- Solicit customers for personal work
- Accept personal payment from customers for company-related work
- Perform unauthorized work outside the approved project scope
- Make side arrangements with customers
- Accept gifts, favors, or payments that could influence business decisions
- Share customer information for personal or outside business purposes

Any customer request for additional work should be directed through the Company's normal process.



Vendor and Subcontractor Relationships

Employees must act honestly and professionally when working with vendors, subcontractors, suppliers, and business partners.

Employees may not accept improper payments, kickbacks, personal benefits, gifts, or favors in exchange for directing Company business, approving purchases, recommending vendors, or influencing Company decisions.

Employees must disclose any personal, family, financial, or business relationship with a vendor, subcontractor, supplier, or outside business that may create a conflict of interest.

Family and Personal Relationships

Employees should disclose situations where a family member, close friend, or personal relationship may affect Company business decisions, supervision, scheduling, hiring, purchasing, vendor selection, or job assignments.

Disclosure does not automatically mean the situation is prohibited. It allows the Company to review the situation and determine whether steps are needed to avoid a conflict.

Competing with the Company

Employees may not compete with Cutting Edge Renovation & Painting while employed by the Company.

This includes:

- Operating a competing renovation, remodeling, painting, repair, or construction business
- Soliciting company customers for competing services
- Using company information to compete with the company
- Diverting company opportunities to another business or personal project
- Assisting another business in competing with the Company in a way that creates a conflict

Confidential Information

Employees may not use or share Company confidential information for personal gain, outside employment, side work, or competing business activity.

Confidential information may include:

- Customer information
 - Pricing
 - Estimates
 - Proposals
 - Job details
 - Vendor information
 - Business plans
 - Employee information
 - Internal forms, processes, or documents
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Additional details are provided in **Policy HR114: Confidentiality Policy**, once issued.

Disclosure Requirement

Employees must promptly disclose any actual or potential conflict of interest to HR or management.

Examples of situations that should be disclosed include:

- Outside work in construction, painting, renovation, remodeling, repair, or related services
- A customer asking the employee to do private work
- A vendor offering gifts, discounts, payments, or favors
- A family member or friend who owns or works for a vendor, subcontractor, or competitor
- Using personal contacts in a way that could affect company business
- Any situation where personal benefit may conflict with Company responsibilities

The Company will review disclosed situations and determine whether any restrictions, approvals, or corrective steps are needed.

Failure to Disclose or Follow Policy

Failure to disclose a conflict of interest, engaging in unauthorized side work, misusing Company resources, competing with the Company, or using Company relationships for personal gain may result in corrective action, up to and including termination of employment.

Questions

Questions about conflicts of interest, outside employment, side work, gifts, vendors, or customer relationships should be directed to HR or management.

