



ONCHAN DISTRICT COMMISSIONERS

SECONDARY EMPLOYMENT AND BUSINESS INTERESTS POLICY

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Policy Review - History:

Please be aware that a hard copy of this document may not be the latest available version, which is available in the Authority's document management system, and which supersedes all previous versions.

Those to whom this Policy applies are responsible for familiarising themselves periodically with the latest version and for complying with policy requirements at all times.

Effective from:	Replaces:	Originator:	Page X of Y
5 th October 2026	None – new Policy	Chief Executive/Clerk	1 to 12
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History or Most Recent Policy Changes		
Version:	Date:	Change:
1	5 th October 2026	New Policy

1. PURPOSE

Onchan District Commissioners (“the Authority”) recognises that employees may wish to undertake paid or unpaid work, voluntary activities, self-employment or other business activities outside their employment with the Authority.

The Authority does not seek to restrict employees from undertaking legitimate activities outside their employment. However, secondary employment or other external activities must not conflict with the interests of the Authority, adversely affect an employee’s ability to perform their duties, create unacceptable health and safety or working-time risks, or involve the inappropriate use of Authority information or resources.

This Policy sets out the requirements for obtaining approval for secondary employment, declaring relevant business interests, and the procedures by which such matters will be considered and managed.

2. SCOPE

This Policy applies to all employees of the Authority.

For the purposes of this Policy, secondary employment includes:

- employment with another employer;
- self-employment or running a business;
- consultancy, freelance or contract work;
- paid directorships or other paid appointments;
- regular voluntary or unpaid work where it may affect the employee’s duties or create a conflict of interest; and
- any other external work or business activity which could reasonably affect the employee’s employment with the Authority.

Occasional personal activities which have no connection with, and no reasonable potential to affect, the employee’s work for the Authority would not normally require approval.

Business interests include any external appointment, office, financial or business interest, trusteeship, committee membership or other activity which is not secondary employment but which could reasonably give rise to an actual, potential or perceived conflict with the employee’s duties or the interests of the Authority. This may include, for example, a significant shareholding or other financial interest in an organisation, an unpaid advisory or consultancy role, a directorship or partnership, or a position held as an elected member of any public body, or as a governor or trustee.

Employees must disclose any such business interest where they reasonably consider that a conflict may arise. Routine personal, social, recreational or community activities which have no connection with the employee’s duties and do not give rise to a conflict do not need to be declared.

The requirement to obtain prior approval for secondary employment does not normally apply to the Authority’s casual or zero-hours workers, unless otherwise required by their terms of engagement. However, all workers must disclose any business interest or external activity which creates, or could reasonably be perceived as creating, a conflict of interest with their work for the Authority.

3. PRINCIPLES

Employees are expected to ensure that any secondary employment:

- does not interfere with the proper and effective performance of their duties for the Authority;
- does not create an actual, potential or perceived conflict of interest, including a contractual conflict where the employee could be required to work for two employers at the same time;
- does not involve the unauthorised use or disclosure of confidential or personal information obtained through their employment;
- does not involve the unauthorised use of Authority premises, equipment, systems, materials, contacts, working time or other resources;
- does not adversely affect the employee's availability for work or their ability to meet the requirements of their role;
- does not create an unacceptable working-time, rest-period, wellbeing or health and safety risk;
- does not adversely affect the reputation or legitimate interests of the Authority; and
- does not otherwise breach the employee's contractual or statutory obligations.

Employees remain responsible for ensuring that they are fit and able to perform their duties for the Authority.

4. REQUIREMENT TO OBTAIN APPROVAL OR DECLARE A BUSINESS INTEREST

Employees must obtain written approval before commencing secondary employment or an external activity falling within the scope of this Policy.

A business interest which does not constitute secondary employment does not necessarily require prior approval, but must be declared promptly where it creates, or could reasonably be perceived as creating, a conflict with the employee's duties or the interests of the Authority. The Authority may put appropriate arrangements in place to manage any identified conflict.

A business interest should be declared in writing to the Chief Executive/Clerk, setting out the nature of the interest and any potential conflict. Where a formal register of interests is introduced, declarations will be recorded in accordance with that arrangement.

Existing secondary employment which has not previously been formally approved should be declared and submitted for approval as soon as reasonably practicable. This applies both to secondary employment already being undertaken when this Policy takes effect, and to any secondary employment an employee subsequently identifies as not having been declared in accordance with this Policy.

Approval relates to the circumstances described in the employee's application. Where there is a material change, including a change in employer, duties, hours, location or nature of the activity, the employee must notify the Chief Executive/Clerk and may be required to submit a new request.

Employees who declare existing secondary employment or business interests within 28 days of the date of this Policy take effect will not face action under the Disciplinary Policy solely because they did not previously seek approval.

5. APPLICATION PROCEDURE

An employee wishing to undertake new secondary employment must complete the Secondary Employment Permission Request Form at Appendix 1 and submit it to the Chief Executive/Clerk before the proposed activity commences. The same procedure applies where an employee is declaring existing secondary employment which has not previously been approved, in accordance with Section 4.

Where a candidate for a post with the Authority indicates, at interview or on appointment, that they intend to retain existing secondary employment or have a relevant business interest, this should be discussed with them before their start date. Existing secondary employment should be recorded using the Secondary Employment Permission Request Form, while a relevant business interest should be declared in writing in accordance with Section 4.

The employee must provide sufficient information to allow the request to be properly assessed, including:

- the name of the secondary employer or organisation;
- the nature of the work or business activity;
- the proposed role and duties;
- whether the activity is paid, unpaid, voluntary or self-employed;
- the proposed start date and, where applicable, end date;
- the expected hours and days of work; and
- the location at which the work will be undertaken.

The employee must also declare whether the proposed activity could:

- affect their ability to perform their Authority role effectively;
- create an actual, potential or perceived conflict of interest;
- involve the use of confidential information, equipment, systems, contacts or other Authority resources;
- affect their availability, working hours, rest periods, wellbeing or health and safety; or
- affect the reputation or interests of the Authority.

Employees are expected to provide complete and accurate information and to raise any matter about which they are uncertain.

6. ASSESSMENT OF REQUESTS

The Chief Executive/Clerk will consider each request on its individual circumstances.

In considering an application, regard should be given to:

6.1 Performance and availability

Whether the proposed secondary employment is compatible with the employee's existing duties, responsibilities, working arrangements and required availability.

6.2 Conflicts of interest

Whether the activity creates, or could reasonably be perceived as creating, a conflict between the employee's private interests and their responsibilities to the Authority.

Particular consideration should be given where the external employer, client or organisation supplies, tenders to supply, or is seeking to provide goods, works or services to the Authority, or where the employee could influence any decision affecting that person or organisation.

6.3 Confidentiality and information

Whether there is a risk of confidential, commercially sensitive or personal information acquired through the employee's Authority role being disclosed or used improperly, including information relating to ratepayers, employees, contractors, procurement exercises or other non-public Authority business.

6.4 Authority resources

Whether the activity could involve use of Authority premises, equipment, IT systems, email accounts, telephones, vehicles, materials, contacts or working time.

Authority resources must not be used for secondary employment unless expressly authorised. This includes an employee's public-facing local authority status, uniform, vehicles, tools, or municipal keys, which must not be used to advance a private business or second job.

6.5 Working time, wellbeing and health and safety

The combined effect of the employee's working arrangements should be considered where relevant, including whether secondary employment could result in excessive working hours, inadequate rest or fatigue which could affect the employee's wellbeing, safety or ability to undertake their Authority role effectively.

Particular care should be taken where an employee's Authority role involves safety-critical field tasks, such as driving refuse vehicles, operating machinery, lifting, or clearing public areas. Employees must not undertake secondary employment in circumstances where the resulting working hours or lack of adequate rest could reasonably be expected to cause fatigue which compromises their ability to work safely or effectively for the Authority, and employees must declare their total external working hours to allow the Chief Executive/Clerk to assess a working time or safety risk.

Where an injury or health condition arising from secondary employment affects, or is likely to affect, an employee's ability to carry out their Authority duties safely, the employee should tell the Chief Executive/Clerk as soon as practical, and the matter will be dealt with under the Authority's absence and health and safety procedures.

6.6 Reputation and public confidence

Consideration should be given to whether the proposed activity could reasonably undermine public confidence in the Authority, compromise the employee's impartiality in their Authority role, or otherwise materially damage the Authority's legitimate interests or reputation.

Employees are entitled to hold party political membership, to vote and to hold public office. Political activity undertaken as part of a business interest or secondary employment should be declared where it could be reasonably be seen to compromise the employee's impartiality in the Authority role.

An employee who decides to stand for election to any public body must formally inform the Chief Executive/Clerk as soon as practicable so that any necessary arrangements can be agreed. Any post subject to political restrictions will be identified in its job description, together with that is restricted.

7. IMMIGRATION AND WORK PERMIT COMPLIANCE

Employees are responsible for ensuring that they have any immigration permission, work permit or other authorisation required to undertake secondary employment.

Where an employee's right to undertake secondary employment is subject to immigration or work permit restrictions, the employee must satisfy the Authority that any necessary permission has been obtained before commencing the secondary employment.

Approval under this Policy does not constitute confirmation by the Authority that an employee is legally entitled to undertake the proposed secondary employment. Employees who are uncertain about their position should obtain appropriate advice or guidance from the Isle of Man Government.

Where the Authority becomes aware that approved secondary employment may be contrary to an employee's immigration or work permit conditions, the approval may be suspended or withdrawn while the position is clarified.

Before approval is suspended or withdrawn under this section, the employee will be given an opportunity to discuss the position, as provided in section 10 of this Policy. This section applies in the same way to every employee who holds a permit.

8. PERSONAL TAX IMPLICATIONS

Employees are responsible for their own tax and National Insurance affairs arising from secondary employment or other external activities.

Approval of secondary employment by the Authority does not constitute tax advice. Employees should ensure that any secondary income is properly declared and should contact the Isle of Man Income Tax Division or obtain independent advice if they are uncertain about their tax obligations.

The Authority will operate payroll deductions in accordance with the tax code and other instructions issued to it by the relevant authorities.

9. DECISION

Following consideration of the request, the Chief Executive/Clerk may:

- approve the request;
- approve the request subject to conditions; or
- refuse the request.

The Chief Executive/Clerk will provide a decision to the employee within 10 days workings of receiving a completed request form. If no decision has been made within 10 working days, the employee may refer the matter to the Chair to raise with the Chief Executive/Clerk.

The decision must be recorded in writing on the Secondary Employment Permission Request Form.

The Authority will keep a record of decisions so that all requests are treated consistently.

Where approval is subject to conditions, these must be clearly stated.

Conditions might include, for example:

- restrictions on particular working hours;
- requirements to maintain separation between the employee's Authority duties and external activities;
- restrictions intended to manage an identified conflict of interest;
- prohibition on the use of Authority information or resources;
- a requirement to notify the Authority of specified changes; or
- approval being subject to review after a specified period.

Where permission is refused, the employee should be provided with the reasons for the decision.

A request should not be refused merely because an employee wishes to undertake secondary employment. Any refusal or conditions imposed should relate to a reasonable concern connected with the employee's duties or the legitimate interests of the Authority.

Where a request raises significant or unusual concerns, the Chief Executive/Clerk should seek advice from the Authority's HR Adviser, or such other specialist advice as is appropriate, before making a final decision.

Requests and declarations from the Chief Executive/Clerk will be decided by the Chair, or a Board Member nominated by the Board.

Where a request raises significant or unusual concerns, the Chair or nominated Board Member should seek advice from the Authority's HR Adviser, or such other specialist advice as is appropriate, before making a final decision.

10. REVIEW AND WITHDRAWAL OF APPROVAL

Approval may be reviewed where circumstances change or where concerns subsequently arise.

The Authority may amend the conditions attached to an approval or withdraw approval where there are reasonable grounds to do so, including where:

- the secondary employment begins to affect the employee's performance, attendance or availability;
- an actual or potential conflict of interest arises;
- working arrangements create a health, safety, wellbeing or working-time concern;
- confidential information or Authority resources are used inappropriately;
- the nature or circumstances of the secondary employment materially change; or
- the activity otherwise adversely affects the legitimate interests of the Authority.

The employee will normally be given an opportunity to discuss the concerns before approval is withdrawn or conditions are materially changed.

Any decision to withdraw approval should be confirmed in writing, together with the reasons.

In addition to any review prompted by a change in circumstances, the Chief Executive/Clerk should review approved secondary employment and declared business interests at least annually to confirm that the information previously provided remains accurate, that any identified conflicts continue to be appropriately managed and, in the case of secondary employment, that any conditions attached to approval continue to be met.

11. EMPLOYEE RESPONSIBILITIES

Employees are responsible for:

- seeking approval before undertaking secondary employment covered by this Policy;
- declaring any business interest which creates, or could reasonably be perceived as creating, a conflict of interest in accordance with this Policy;
- providing complete and accurate information;
- complying with any conditions attached to approval;
- maintaining appropriate confidentiality;
- ensuring Authority resources are not used without permission;
- ensuring that external commitments do not adversely affect their Authority duties; and
- notifying the Chief Executive/Clerk promptly of any material change in circumstances.

Employees must also notify the Chief Executive/Clerk if a conflict of interest or other relevant concern arises after approval has been granted.

12. FAILURE TO DECLARE SECONDARY EMPLOYMENT OR BUSINESS INTERESTS

Subject to the transitional arrangement outlined within section 4 of this Policy, failure to disclose secondary employment or a business interest where disclosure is required under this Policy, providing materially inaccurate or misleading information, breaching conditions attached to an approval, undertaking secondary employment during a period of sickness absence where, having considered the employee's explanation and any medical advice, the Authority reasonably concludes that it is inconsistent with the reason for the absence or with that advice, breaching immigration restrictions, or continuing secondary employment after permission has been withdrawn, may be addressed under the Authority's Disciplinary Policy and Procedure.

Any action taken will depend upon the circumstances and seriousness of the matter. A late or mistaken declaration, made without intent to conceal, will normally be resolved informally.

13. DATA PROTECTION, CONFIDENTIALITY AND PROTECTED DISCLOSURES

Information provided in connection with a secondary employment request will be handled appropriately and in accordance with the Authority's Data Protection Policy and applicable data protection requirements.

Information will only be shared with those who reasonably require it for the purposes of assessing, administering or reviewing the request or dealing with related employment matters.

Completed forms and decisions will be retained securely in accordance with the Authority's Retention Schedule and Disposal Policy.

No confidentiality obligation in this Policy prevents or discourages an employee from making a protected disclosure under Part IV of the Employment Act 2006, or from raising a concern through the Authority's whistleblowing procedure.

No employee will be subjected to detriment for a making a declaration, requesting a review under section 14 of this Policy, or making a protected disclosure.

14. REVIEW OF DECISIONS

An employee who is dissatisfied with a decision to refuse permission, impose conditions or withdraw an existing approval should first discuss the matter with the Chief Executive/Clerk.

Where the matter cannot be resolved, the employee may request a review within 10 working days of the decision. The review will be carried out by the Chair and/or another Board Member nominated by the Chair who has not previously been involved in the matter.

The Chair or nominated Board Member should seek advice from the Authority's HR Adviser, or such other specialist advice as is appropriate, before making a final decision.

The outcome and decision of any review will be confirmed in writing to the employee within 10 working days.

The request for review should explain why the employee considers the decision should be reconsidered. The outcome of the review will be confirmed in writing.

15. RELATED DOCUMENTS

This Policy should be read in conjunction with, where applicable, the Authority's:

- Secondary Employment Permission Request Form (Appendix 1);
- Disciplinary Policy and Procedure;
- Data Protection Policy;
- Health and Safety Policy;
- Anti-Fraud and Corruption Policy;
- Retention Schedule and Disposal Policy; and
- Code of Conduct.

16. MONITORING AND REVIEW

This Policy will be reviewed periodically, or sooner if significant changes to relevant Isle of Man legislation make an earlier review necessary, and updated where required to reflect changes in legislation, guidance, or the operational requirements of the

Authority. Any questions regarding this Policy should be directed to the Chief Executive/Clerk.

APPENDIX 1

SECONDARY EMPLOYMENT PERMISSION REQUEST FORM

To be completed before undertaking any paid or unpaid work outside your primary employment.

Instructions: Please complete all relevant sections and submit this form to the Chief Executive/Clerk for consideration. Permission must be granted in writing before any new secondary employment begins. Existing secondary employment which has not previously been approved must be declared as soon as reasonably practicable. If circumstances change, a new request should be submitted.

1. Employee Details

Employee name	
Job title	
Department/team	
Line manager	
Date of request	
Contact details	

2. Proposed Secondary Employment

Name of secondary employer / organisation	
Nature of work or business activity	
Role title / duties	
Employment type	Paid / Unpaid / Voluntary / Self-employed
Proposed start date	
Expected end date, if applicable	
Hours and days of work	
Location of work	

3. Employee Declaration

Declaration	Yes / No	Details, if yes
Will the secondary employment affect your ability to carry out your current role effectively?		
Could the secondary employment create an actual, potential, or perceived conflict of interest?		
Will you use any confidential information, equipment, systems, contacts, or resources from your primary employment?		

Could the work affect your availability, working hours, rest periods, wellbeing, or health and safety?		
Could the work affect the reputation or interests of your primary employer?		
Where applicable, do you require any immigration or work permit permission to undertake the proposed secondary employment?	Yes / No / N/A	If yes, please provide details of the permission held or required.

I confirm that the information provided is accurate and that I will notify the Chief Executive/Clerk immediately if any details change. I understand that permission may be refused, withdrawn, or made subject to conditions where appropriate.

Employee signature	
Date	

4. Chief Executive/Clerk Assessment

Is the secondary employment compatible with the employee's current role and responsibilities?	
Are there any conflict-of-interest, confidentiality, reputational, wellbeing, or working-time concerns?	
Are any conditions required if permission is granted?	

5. Decision

Decision	Approved / Approved with conditions / Refused
Conditions or reasons for refusal	
Review date, if applicable	
Chief Executive/Clerk name	
Chief Executive/Clerk signature	
Date	