HUMBERSIDE FIRE AND RESCUE SERVICE

People and Culture

Secondary Employment and Outside Commitments Policy

Owner	**Assistant Director of People and Culture**
Responsible Person	**Head of Human Resources**
Date written	**September 2020**
Date of last review	**March 2026**
Date of next review	**March 2027**
EIA	**February 2026**

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1. INTRODUCTION

This policy outlines the requirements and expectations for employees of Humberside Fire and Rescue Service ("the Service") in relation to secondary employment, self-employment and outside employment interests, to ensure that such activities do not conflict with their official duties or the interests of the Service.

This policy applies to all employees of the Service. It does not apply to workers, contractors, consultants, or self-employed individuals engaged by the Service.

The Service requires that efficiency and performance of official duties shall not be impaired as a result of or arising out of outside employment/commitments by its employees. It further requires satisfaction that its interests are not being detrimentally affected in this regard.

Service oversight will be maintained through FireWatch and will be reviewed by the Assistant Director of People and Culture on a monthly basis.

Core Code of Ethics

Humberside Fire and Rescue Service has adopted the Core Code of Ethics for Fire and Rescue Services. The Service is committed to the ethical principles of the Code and strives to apply them in all we do; therefore, those principles are reflected in this Policy.

National Guidance

Any National Guidance which has been adopted by the Service will be reflected in this Policy.

2. EQUALITY, DIVERSITY AND INCLUSION

The Service has a legal responsibility under the Equality Act 2010, and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services or in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for disabled applicants, employees and service users.

3. AIM AND OBJECTIVES

This policy is intended to ensure that any outside commitments or secondary employment undertaken by employees of the Service is fully compatible with the organisation's strategic objectives and operational responsibilities. It seeks to prevent any actual or perceived conflicts of interest, reputational risks to the Service, or increased risk of injury, illness, or fatigue that may impact an employee's ability to perform their duties effectively and safely.

4. ASSOCIATED DOCUMENTS

- Equality Impact Assessment
  Legal References
  - Working Time Regulations 1998
  - EU Driving Time Regulations
- Health and Safety at work Act 1974

- National Guidance
  There is no specific National Guidance relevant to this policy.
- Professional Standards - Disciplinary Procedure Policy
- Core Code of Ethics
- Fatigue Policy
- On-Call Duty System Policy Delivery Guidance .docx
- Full-Time Shift System Policy

5. DEFINITIONS AND PROHIBITIONS

Secondary employment and/or outside commitments are defined as paid work for another employer or self-employment that is external to the Service. The management of secondary employment and outside commitments is supported by the Service's Fatigue Policy, which recognises fatigue as a significant occupational risk that can impair alertness, decision-making and operational safety. Any secondary employment that compromises effective rest, leads to fatigue, or reduces an individual's fitness for safety-critical duties will be regarded as incompatible with Service employment and may be restricted or prohibited.

Work with the Service must not be compromised because of any secondary employment or outside commitments undertaken by employees and the Service reserves the right to prohibit outside employment in the event that such employment:

- Could result in a breach of the Service's statutory obligations, for example, under the Working Time Regulations or Health and Safety legislation.
- Would entail an unacceptable risk of injury or disease.
- Could bring the Service into disrepute
- Is in conflict with the Service's aims, objectives and responsibilities.

Should secondary or outside employment be prohibited on one or more of these grounds, then that employment will be considered incompatible with the employees' employment in the Service.

Where specific outside employment has been prohibited and there is evidence that the employee continues to engage in that employment, the Service's Disciplinary Procedure Policy will be invoked.

Outside commitments are defined as any employment, role as a trustee, business, directorship or consultancy that Strategic Managers are required to register under the Code of Conduct for Strategic Managers.

Outside commitments must not lead to an actual or a perceived conflict of interest with the Service's aims, objectives and responsibilities, and the Service reserves the right to prohibit such outside interests where that could be deemed to be the case. Any decisions taken by the Assistant Director of People and Culture will be evidence-based, proportionate, and applied consistently.

6. NOTIFICATION

Employees who wish to engage in any outside employment must notify the Assistant Director of People and Culture prior to the commencement of any such employment, using the form

'Notification of Secondary Employment and Outside Commitments' (Appendix 'A').

Any future changes to the information submitted on the form must be notified in writing to the Service. (It is acknowledged that employees who work for On-Call stations may have other 'primary' employment/work, and these should also be reported on the form).

For clarification, these notification requirements and all other aspects of this policy apply equally to all employee groups except where indicated otherwise.

Leadership team members who wish to undertake outside commitments must notify the Chief Fire Officer prior to the commencement of such outside commitment using the form
Any future changes to the information submitted on the form must be notified in writing to the Service.

If the Chief Fire Officer wishes to undertake any outside commitments, they must notify the Chair of the Fire Authority prior to the commencement of such outside commitment using the form.

Any future change to the information submitted on the form must be notified in writing to the Chair.

7. RESTRICTIONS

Secondary and outside employment may only be carried out during off-duty periods and must not be detrimental to the employee's safety, efficiency or effectiveness in carrying out their duties with the Service. The employee must ensure that:

- They comply with existing legislation and regulations related to working time, driving time, health and safety, and the Fire and Rescue Services Act.
- They have adequate opportunity to benefit from periods of leave with the Service to support their wellbeing.
- Work connected with outside employment is not undertaken during working time for the Service, on Service premises, or using Service resources.

Outside employment is not to be undertaken without prior approval of the Assistant Director of People and Culture as follows:

a. For any person, firm or company that is in a contractual relationship with or commissioned by Humberside Fire Authority (HFA)/Humberside Fire and Rescue Service or that is concerned in any property transaction with HFA/Humberside Fire and Rescue Service
b. For any person known or believed by the employee to be connected with such a firm or company or which is materially concerned with such contractual relationship, commission or property transaction.
c. For any person, firm or company with whom an employee has a relationship in the course of their official duties for the Service

Any employee of the Service proposing to undertake outside employment for any person, firm or company, is responsible for ascertaining whether any of paragraph a - c above applies and notify the Service accordingly. Should any of these instances arise during the course of such

employment, the employee must notify the Service without delay.

Employees working On-Call may find that their primary employment places them in a situation where there is a conflict with paragraphs a) or b) above. They must notify the Service without delay, and an assessment will be made of the implications with a view to mitigating the potential for any adverse impact on the Service.

Outside commitments may only be carried out during off-duty periods and must not be detrimental to a manager's efficiency or effectiveness in carrying out duties with the Service. Work connected with outside employment is not to be undertaken during working time for the Service, on Service premises or using Service resources.

Incompatibility with Police Officer Roles

Under the Fire and Rescue Services Act 2004, the Service is required to ensure that its employees act independently, free from conflicts of interest, and in a manner that upholds public confidence in the impartiality of the Fire and Rescue Service. In line with these requirements, the following restriction applies:

Operational employees of Humberside Fire and Rescue Service are prohibited therefore from holding any appointment as a Police Officer, whether full-time, part-time, or voluntary (including Special Constable roles).

The dual holding of such positions presents an inherent conflict of interest and is incompatible with the statutory duties and independence required of Fire and Rescue Service personnel. Accordingly:

- Employees must not apply for or accept any policing role while employed by the Service.
- Any employee currently engaged in policing duties must notify the Head of Human Resources immediately so that appropriate action can be taken in accordance with the Fire and Rescue Services Act 2004 and this Policy.

8. RADIATION WORKERS

If an individual is a 'classified' radiation worker, Health and Safety and Occupational Health need to be made aware as part of the process. Consultation will then take place with the appointed Radiation Protection Advisor (RPA) to determine a suitable and sufficient risk assessment. The respective individual is required to maintain a radiation passport, which will monitor the total accumulative dose rate. The consultation with the RPA will need to be done through the Service Hazmat Lead as they are the appointed point of contact within the Service for the RPA.

According to HSE, an individual must be classified as a radiation worker if:

- The individual has an effective dose greater than 6 mSv per year.
- The individual has an equivalent dose greater than 15mSv per year for the lens of the eye.
- The individual has a dose greater than 150mSv per year for the skin or the extremities (hands, forearms, feet or ankles).

9. MANAGEMENT RESPONSIBILITY

It is the responsibility of every manager from Crew Manager and equivalent upwards to proactively engage with their staff to declare any external employment and/or commitments to ensure that fatigue is assessed, wellbeing is monitored, and sufficient rest is achieved.

Where an individual holds more than one contract with the Service, fatigue, wellbeing, and sufficient rest should be monitored by the manager of each individual contract.

Further detail on the responsibility of managers is outlined in the Secondary Employment Policy Delivery Guidance.

10. MONITORING OF SECONDARY EMPLOYMENT AND OUTSIDE INTERESTS

The Service is committed to ensuring that secondary employment and outside interests are managed in a fair, transparent and proportionate manner, whilst safeguarding employee wellbeing, operational effectiveness and public confidence. Employees are required to declare all secondary employment, self-employment, business activities, voluntary work, outside commitments and Reservist commitments undertaken outside the Service in accordance with the Secondary Employment PDG.

The Service may use information held within FireWatch, together with information provided through declarations and annual reviews, to monitor compliance with this policy, maintain accurate records and identify any potential risks relating to working time, fatigue, conflicts of interest, health and safety, operational readiness or fitness for work. Information will be considered in accordance with the Service's duty of care responsibilities, safe systems of work requirements and obligations under the Working Time Regulations. Employees are expected to notify the Service promptly of any changes to their secondary employment or outside interests to ensure records remain accurate and up to date.

11. EMPLOYEE RESPONSIBILITY

Employees undertaking secondary employment or outside commitments have a personal responsibility to actively monitor fatigue indicators and to promptly report any fatigue-related concerns to their line manager. Indicators of fatigue may include persistent tiredness, reduced concentration, slower responses or impaired judgement.

Employees who have concerns about fatigue, wellbeing or their ability to maintain safe and effective performance are encouraged to seek support at the earliest opportunity. Support is available through line managers, Human Resources and Occupational Health, including self-referral where appropriate. Additional confidential support can also be accessed via the Employee Assistance Programme and the Firefighters' Charity. Early access to these support routes is actively encouraged and will be treated as a positive step in managing wellbeing and maintaining fitness for work.

In addition, employees have a personal responsibility to ensure that secondary employment or outside commitments do not involve:

- The misuse of Service information or resources;
- Any representation that they are acting in an official Service capacity;

- The unauthorised use of Service-funded qualifications or training.

Secondary employment must comply with UK GDPR and Data Protection Act 2018 and employees must not access, share, or process Service data for external purposes.

12. SICK PAY

Following medical advice, if any absence from work is due to an illness or injury that is wholly attributable to the employee undertaking outside employment, the employee shall not be entitled to Service occupational sick pay and will receive Statutory Sick Pay (SSP) only.

The Service will not extend paid sick leave to any employee whose absence from work is attributable to sickness or injury caused by the employee engaging in outside employment.

It is in the interests of any employee undertaking outside employment to have in force a form of insurance or other scheme which will adequately cover the employee against such a contingency.

Any employee who is on sick leave from the Service and known to be working in any other form of employment may forfeit rights to pay from the Service and may be subject to the Service's Disciplinary Procedure.

13. UNPAID WORK

An employee of the Service who wishes to undertake voluntary work for which no payment or other reward is made, but which would otherwise be prohibited in accordance with Section 7 is to inform the Assistant Director of People and Culture who will consider each case on its merits.

14. DUTY OF SERVICE EMPLOYEES

It is the duty of all employees to report to their line manager or above any known breach of the conditions on which outside employment is permitted, or any apparent case in which the performance of official duty for the Service has or is being impaired as the result of outside employment being undertaken.

15. PARKING OF TRADE VEHICLES

Other than in circumstances where On-Call employees must respond to an emergency call out from their normal place of work or business, no employee may park a vehicle on Service premises that is, or appears to be, used in connection with a commercial business. Whilst employees may be permitted to park vehicles as a concession, it is not a right to do so, and prior approval should be sought from the Head of Function.

Vehicles parked on Service premises must not be fitted with business equipment such as ladders, UPVC materials etc., either on the vehicle or on towed trailers. Any employees in breach of this, other than in circumstances referred to above, may be subject to the disciplinary procedure being invoked.

If you require any further guidance in relation to this policy, please contact Human Resources

APPENDIX A: NOTIFICATION OF SECONDARY EMPLOYMENT AND OUTSIDE COMMITMENTS

Name	
Service Number	
Role/Post	
Station/Section	

Secondary Employment *Any employment external to the organisation, including primary employment for On-Call staff*	
Occupation and nature of employment	
Type of work (*delete as appropriate)	Paid/Unpaid/Voluntary/Casual*
Name of Employer	
Employers address	
Employers contact number	
Date of commencement	
Hours of work per week (If this varies, please state the maximum number of hours you would expect to work in an average week)	
Working pattern (i.e. days of the week, night shifts etc.)	

Outside Commitment *Any employment, trusteeship, business interest, directorship, or consultancy that must be registered under the Code of Conduct*	
Nature of outside commitment	
Organisation	
Organisation address	
Organisation contact number	
Start Date	
Details/times of commitment	

I confirm that the information provided above is accurate and true. I further confirm that my secondary employment/outside commitments will not interfere with or adversely impact upon the performance of my primary role.

I have read, understood, and agree to comply with the Service's *Secondary Employment and Outside Commitments Policy*. I am also aware how to access the policies related to this subject matter (i.e. Fatigue Policy) which provide further support and guidance (https://humbersidefire.gov.uk/about-us/our-policies).

I acknowledge my personal responsibility for maintaining my own health and safety, and I understand that failure to do so may have implications for both colleagues and the public. I am aware of the support routes available through Occupational Health, the Employee Assistance Programme, the Wellbeing Manager and Human Resources, and I understand how to access these resources if needed.

Signed ……. Date: ……....

Line Manager	Signed……. Date……. Print Name……..
Head of Function	Signed……. Date……. Print Name……..

Following completion of Line Manager and Head of Function comments please forward this form to the Assistant Director of People & Culture for consideration.	
Assistant Director of People & Culture	Noted – No further action required ☐ Further details/action required as below ☐
Further details/action required:	
Signed……. Date……. Print Name……..	