

Declaration | Full Disclosure

[Download the form, fill the necessary details, sign, and submit the same to you HR]

Employee Name: _____

Department: _____

Email: _____

Hey there!

I, _____ [insert name], hereby declare that I have read and fully understand the Full Disclosure Policy of the Company and agree to abide by all its terms and conditions.

I understand that policy refers to any activity outside of my regular employment with the Company that involves providing services or products to any individual or organization for monetary or non-monetary compensation. I acknowledge that such outside-of -employment activities can pose conflicts of interest, compromise my ability to fulfil my job responsibilities, and adversely affect the reputation of the Company.

Therefore, I agree to the following conditions:

- I will not engage in outside-of-employment activities that conflict with my job responsibilities at the Company. If I am unsure whether an activity may create a conflict of interest, I will consult with my manager or the HR department.
- I will not use Company time, resources, or information to support any outside-of-employment activity.
- I will disclose any outside-of-employment activities to my manager and HR and obtain written approval before engaging in such activities.
- I understand that failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

I certify that the information provided in this declaration is true and accurate to the best of my knowledge.

Signature: _____

Date: _____

Acknowledged by:

[Name & Email of HR official]