

# Memorandum

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**To:** All Employees

**CC:**

**From:** Human Resources

**Date:** March 18, 2020

**Re:** Employees who also have other Employment

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If you have employment aside from EDCL, we are being proactive by requesting that you disclose this information to your Manager ASAP.

Be aware that in the case of illness at your other employer, you must disclose this and you will be restricted from working at EDCL.

At some point you may be asked to make a choice to work only at EDCL or for your other employer.

Thanks for co-operation with this,

Laurie