

## Outside Employment/Activities Guide – for Teammates

This guide is for use by all Truist teammates and provides detailed instructions for how to submit, review and cancel Outside employment in a non-professional role, Professional Role or Outside Business Activity in Workday.

### Overview

To maintain client and shareholder trust, teammates must avoid outside business activities or employment that could create an actual, potential, or perceived conflict of interest, including by influencing or appearing to influence their decisions, creating competing demands or creating the appearance of impropriety, particularly for teammates serving in management and leadership roles. Whether compensated or uncompensated, teammate participation in outside business activities or employment must not adversely affect overall job performance or conflict with scheduled work hours availability.

In addition, teammates should not act on behalf of or appear to represent any Truist entity in any business transaction outside of their role or responsibilities for Truist. Because certain outside business activities and employment could give rise to an appearance of competing interests, a Truist teammate is strictly prohibited from acting as an insurance agent or broker, investment advisor, or real estate agent, broker or appraiser, unless such prohibition is not permitted by law.

For any other part or full time employment, teammates must submit an Outside Employment Request in Workday. All outside employment/activities require approval from the teammate's immediate manager and, for certain roles or activities, Human Resources.

Teammates engaging in employment (including self-employment), consulting or other participation in business activities on behalf of a for-profit entity (either compensated or uncompensated), including, for example, by serving as a director or officer of such entity, owning or operating an outside business, or seeking or holding public office must obtain pre-clearance for such activities by submitting a request in Workday and obtaining final approval in Workday before engaging in the activities, as described in the Approvals and Performance Section of Truist's Code of Ethics. Running for or holding a public office will also require additional levels of approval, as determined in Truist's sole discretion of the Code.

Teammates may not engage in any outside activities or employment described above in this section until you have received final approval to do so in Workday, except as otherwise permitted by state, local, or other applicable laws. Teammates have an ongoing obligation to receive approval of any outside activities and employment before engaging or participating in the activities. You also have an ongoing duty to obtain a new approval immediately should there be any substantive change in the nature of the outside activities – even if you have received prior approval for an activity or employment.

Non-profit Board Service only should be submitted via the [Volunteerism - Truist Together](#) web page once the teammate has notified and obtained approval from their manager. Please refer to the [non-profit board service FAQ](#) provided on the Truist Volunteerism intranet website for additional information.

## Contents

[Submitting Outside Business Activity & Employment Requests in Workday](#)

[Reviewing/Canceling Outside Employment Requests in Workday](#)

[FAQs](#)

## Submitting Outside Business Activity & Employment Requests in Workday

#	Take the following ACTION in this column:	After taking the ACTION in the left column, the following will display:
1	From the Workday Landing page, select the <b>Requests</b> icon.	The <b>Requests</b> page displays
2	Select <b>Create a Request</b>	The <b>Create Request</b> page displays
3	In the <b>Request Type</b> box, select <b>All</b>	Additional <b>Request Type</b> values display
4	Select <b>Outside Employment Request</b> and click <b>Ok</b>	The <b>Outside Employment Request</b> form displays
5	Review the instructions provided and select the form that aligns with your <b>Request</b> . Depending on the response, additional questions may display. The text <b>(Required)</b> indicates if the question is required for submission	Prior to submission, review responses for accuracy and completion
6	Once all required fields have been completed, click <b>Submit</b>	The <b>Up Next</b> notification page displays indicating the request will be routed to the teammate's manager/ appropriate approver

## Reviewing or Canceling Outside Employment Requests

#	Take the following ACTION in this column:	After taking the ACTION in the left column, the following will display:
1	From the Workday landing page, select the <b>Requests</b> icon.	The <b>Requests</b> page displays
2	Select <b>My Requests</b>	The <b>My Requests</b> page displays a history of submitted requests. Requests are hyperlinked to allow teammates to view specific details about a request.
3	Select the desired request by clicking on the hyperlinked <b>Request</b>	Additional details (e.g. request date, description, resolution) display
4	To cancel a request, select the Actions Button	The <b>Related Actions</b> dialog box displays
5	In the <b>Request</b> field, select <b>Cancel</b>	The <b>Cancel Business Process</b> page displays
6	Click <b>Submit</b>	The <b>Event Canceled</b> notification page displays indicating the request was canceled

# FAQs

## *What types of employment do I need approval for?*

You are required to obtain prior approval before engaging in or accepting *any* type of outside employment. This includes any role for which you receive compensation (including but not limited to salaried, hourly, and commission based). Approval is required for both part and full time roles at for-profit organizations and includes consulting roles - both as an independent consultant or a contractor.

Employment as an insurance agent or broker, investment advisor, or real estate agent, broker or appraiser is strictly prohibited, unless such prohibition is not permitted by law. Your manager has no authority to approve these types of employment. We recognize outside activities, including leadership roles in the community or with for-profit or non-profit organizations, such as serving on an Advisory Board or Board of Directors or serving your community in a political position, may require a time commitment or you to represent Truist. We encourage you to discuss these with your manager and ensure you are in compliance with all other Truist policies (e.g., time away from work, social media, non-solicitation policies). Your participation in employment/activity outside of Truist Bank cannot adversely affect your overall job performance or conflict with scheduled work hours' availability.

## *Do I need to submit a Workday request for approval to serve on a non-profit board?*

No. Non-profit board service should be submitted via the [Volunteerism – Truist Together](#) web page once you have notified your manager.

## *What if I received prior approval for outside employment that is now prohibited?*

If you received prior approval for employment as an insurance agent or broker, investment advisor, or real estate agent, broker or appraiser, you will be required to relinquish the role to remain employed by Truist, unless otherwise permitted by law. If this applies to you, you are required to contact Teammate Care at 800-716-2455.

## *Do I need Workday approval and approval through my segment/function process?*

Yes, if your segment/function has another approval process. Many, but not all, segments/functions have additional approval requirements. If your segment/function requires additional approval, you must first receive approval and comply with all existing segment/function policies and procedures. Second, you must submit the Workday request form and await approval from your manager and/or HR.

## *How do I know if my area has other procedures I need to comply with related to outside employment?*

You may search the Policy and Procedure Management tool (PPM), for relevant procedures in your area and speak with your manager.

Teammates in licensed positions will want to obtain appropriate approval from licensing agencies as well.

For heritage BB&T teammates, and additional questions from any Truist teammate, speak with your manager or contact Teammate Care at 800-716-2455.

### *Can my manager's approval be overridden?*

On rare occasion, an approval granted by a manager may be overridden. Various areas in the enterprise may review aggregate outside employment data. Truist reserves the right to deny a previously approved request in order to mitigate actual, potential, and the appearance of a conflict of interest based on our changing business environment and engagements. On the rare occasion this occurs, you will be notified.

### *What can I do if my manager denied the request and I don't agree?*

Your manager is empowered to use his or her judgment to make a final decision regarding your request. If, after discussion with your manager and/or manager's manager, you would like to have the denial reviewed, you may consult with Teammate Care at 800-716-2455.

### *Can I cancel a request submitted in error?*

Before your manager and/or HR approves or denies your request, you have the opportunity to "cancel" it if it related to a non-professional role. See [Reviewing/Canceling Outside Employment Requests in Workday](#).

### *Do I need to obtain Workday approval for previously approved outside employment if I change roles, managers, or business units?*

Yes. Teammates have an ongoing obligation to receive approval of any outside activities and employment before engaging or participating in the activities. You also have an ongoing duty to obtain a new approval immediately should there be any substantive change in the nature of the outside activities – even if you have received prior approval for an activity or employment.

If you have an approval captured in Workday and your manager, role, or business unit changes, your new manager has a responsibility to review prior approvals for outside employment or activities. At that time, if your manager recognizes a new or previously unrecognized conflict of interest, he or she may contact Teammate Care to manage the conflict. On occasion, a prior approval granted by a manager may be overridden to address a conflict of interest. In that instance, you will be notified.

### *How will I know if my request is approved or denied?*

You may not accept or take any action related to outside employment until you have received approval from your manager and/or HR in Workday. If your request is for Outside Employment in a non-professional role, once your request has been reviewed and a decision rendered, you will be able to view your manager's decision and any comments supporting the decision in Workday. Please see [Reviewing/Canceling Outside Employment/Activity Requests in Workday](#) for details on how to locate the final decision.

### *What if I don't know the answer to a question in Workday?*

If you don't know the answer to a question and aren't able to find out by communicating with the organization offering you the employment opportunity, mark that you are unsure. **Do not use Channel-link or any other heritage SunTrust or Truist systems, databases, resources, etc. to obtain information about or view the accounts of an outside organization. If there is a free form field, do your best to answer the question presented. The more information you can provide, the easier it will be for your manager and/or HR to make a decision.**