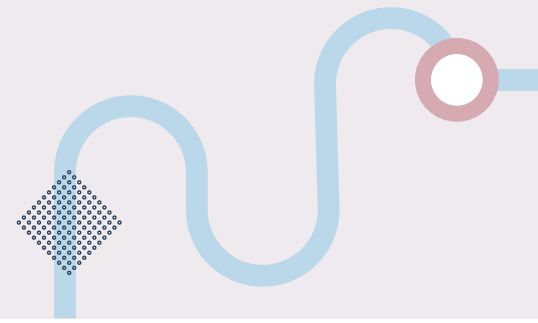


# General Staffing Policy



Centre Name	
Centre Address	

Policy Name	General Staffing Policy
Policy Number	
Date Created	
Effective Date Adopted by the Board	
Version Number	
Date of Last Version	
Administrator Responsible	
Administrator Contact Information	

## POLICY HISTORY

Version Number	Approved by	Revision Date	Author

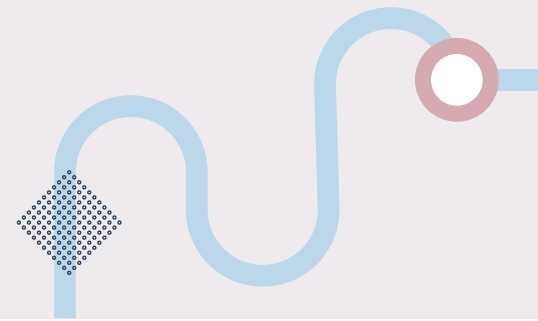
## DOCUMENT CONTROL

Document Ref		Title	General Staffing Policy
Version & Date		Author	
Directorate:		Approved by Management	
Reviewed		Change History	

You can fill this out on a screen using Adobe Reader [Download Here](#) or by printing.



# General Staffing Policy



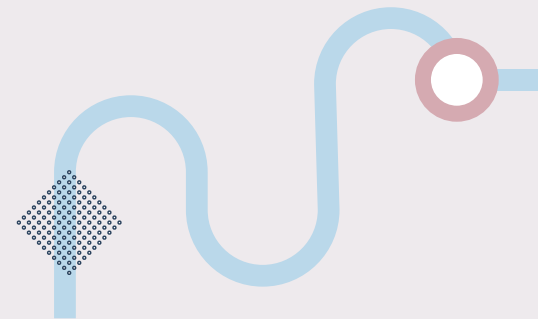
Enter Centre Name Here

## CONTENTS

A.2 Recruitment and Selection .....	4
A.3 Training and Development .....	5
A.4 Timekeeping .....	6
A.5 Working Time, Rest Periods and Work Breaks .....	7
A.6 Right to Disconnect Policy .....	8
A. 7 Double Employment .....	11
A.8 Probation .....	12
A.9 Part-time Working .....	13
A.10 Housekeeping / Clean Workspace .....	14
A.11 Personal Property .....	15
A.12 Employee Data and Employee Files .....	16
A.13 Workplace Smoking .....	17
A.14 Termination of Employment .....	18
C.1 General Health & Safety Responsibilities .....	22
D.1 General Organisational Guidelines .....	26
D.2 Annual Leave and Public Holidays .....	29
D.3 Illness Benefit and Absence Reporting Procedure .....	31
D.4 Maternity Benefit .....	33
D.5 Adoptive Benefit .....	34
D.6 Paternity Benefit .....	35
D.7 Parent's Benefit .....	36
D.8 Bereavement / Compassionate Leave .....	37
D.10 Protected Disclosures .....	38
D.11 Confidentiality and Intellectual Property .....	46
D.12 Travel and Expenses .....	47
D.13 Time Off for Medical Appointments .....	48
D.14 Personal Calls & Personal Mobile Phones .....	49
D.15 Performance Appraisals .....	50
D.16 Performance Improvement Process .....	52
D.17 Personal and Organisational Property .....	54
D.18 Drugs and Alcohol .....	55
D.20 Absence Policy Due to Adverse Weather / Transport Strike or Other Unusual Circumstance .....	57
D.21 Child Protection .....	59
D.22 Code of Conduct Policy .....	60



# General Staffing Policy



## SECTION A

### A.1 DIVERSITY MANAGEMENT

#### Purpose

This policy is in place to demonstrate this organisation's commitment to Diversity management and as recognition that difference in an organisation can be a strength.

#### Scope

This policy applies throughout the organisation.

#### Policy

It is the policy of this organisation to recognise people as a key resource required for successful attainment of the organisation's mission. In support of this, it is important to remember that differences between people, whether devised from their different backgrounds and personalities, cultures and / or abilities, can be a source of strength to the organisation.

The organisation is also committed to providing reasonable accommodation for a person with a disability, whether they are an applicant for employment or an employee requiring special facilities. Reasonable accommodation will be provided subject to such measures not imposing a disproportionate burden on the organisation.

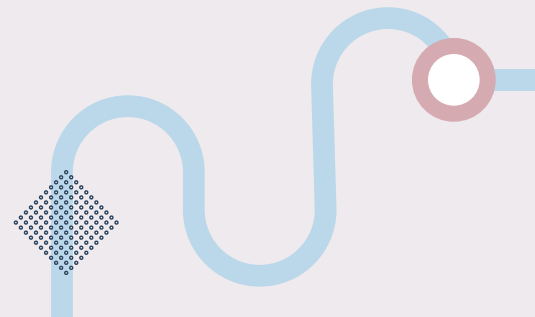
#### Procedure

In order to ensure that difference is respected in this organisation, a number of Procedures are in place. These are listed below:

- **Equal Opportunities** – this policy is in place to encourage a work environment free from discrimination.
- **Dignity at Work** – policies in relation to dignity at work include the organisation's
- **Anti-harassment and Sexual Harassment Policy and the Anti-bullying Policy** - these policies have been established to help the organisation provide a safe place of work free from harassment, sexual harassment, or bullying, regardless of an employee's gender, civil status, family status, sexual orientation, race, religion, age, disability, or membership of the Traveller Community.
- **Training and Development** – this policy seeks to ensure that there is no discrimination in the selection process for training and development activities.
- **Recruitment and Selection** – this policy makes a commitment to hiring the most qualified candidate for positions as they arise, and not to discriminate in the recruitment and selection process.
- **Grievance Procedure** – this Procedure is in place to ensure that any employee feeling that they have been treated unfairly can bring this to the attention of management, in order to have the issue examined and resolved if possible.



# General Staffing Policy



## A.2 RECRUITMENT AND SELECTION

### Purpose

This policy outlines the organisation's commitment to compliance with the Employment Equality Acts 1998-2015, by providing equality of opportunity in the organisation's recruitment procedures.

### Scope

This policy applies to all applicants for employment with the organisation and to existing employees applying for internal positions in the organisation. Anyone involved in recruitment and selection on behalf of the organisation is expected to comply with the provisions of this policy.

### Policy

This organisation is committed to providing equality of opportunity with respect to vacancies that arise. As such, the organisation strives to ensure a Recruitment Process free from any form of illegal discrimination. Recruitment decisions will be taken without reference to an applicant's gender, civil status, family status, sexual orientation, age, disability, race, religion, or membership of the Traveller Community, unless these are legitimate requirements for the post as permitted in the relevant legislation. In order to source the best candidates, selection criteria will be based on the skills, qualifications and experience necessary for successful performance in the role.

### Procedure

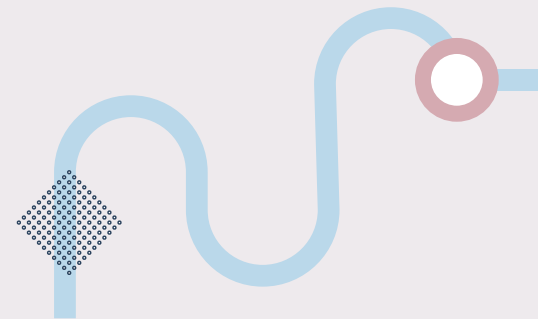
Prior to engaging in the recruitment process, the skills, experience and qualifications necessary for the successful candidate will be identified. Applications will be screened against these requirements. Interviews will be conducted in a fair manner, ensuring that questions are designed to seek information relevant to performance in the position. Other selection methods may be employed where appropriate, for example reference-checking.

A candidate for employment who has a disability will be provided reasonable accommodation to facilitate their ability to compete for a post, and to fulfil a post where they are the most suitable candidate for the role. Reasonable accommodation will only be provided where it does not present a disproportionate burden on the organisation.

Records related to unsuccessful candidates may be retained for up to 13 months following the appointment of the successful candidate.



# General Staffing Policy



## A.3 TRAINING AND DEVELOPMENT

### Purpose

The purpose of this policy is to demonstrate the organisation's commitment to equality of opportunity in relation to training and to highlight its commitment to providing development opportunities for employees in line with job requirements. This policy also demonstrates the organisation's compliance with the Employment Equality Acts 1998-2015.

### Scope

This policy applies to all employees.

### Policy

Training may be provided in a number of ways, varying from formal classroom-style lectures to on-the-job training provided by a colleague or manager. In all cases, training is a valuable method of ensuring that employees are familiar with their role and capable of fulfilling that role to the requirements of the organisation. The majority of training and development takes place informally on the job.

This organisation is an equal opportunities employer. In this regard, all decisions relating to the provision of training will be taken with reference to the requirements of an employee's position, their individual development needs, and the requirements of the organisation. No reference will be made to an employee's gender, civil status, family status, sexual orientation, age, disability, race, religion, or membership of the Traveller Community in decisions regarding the provision of training.

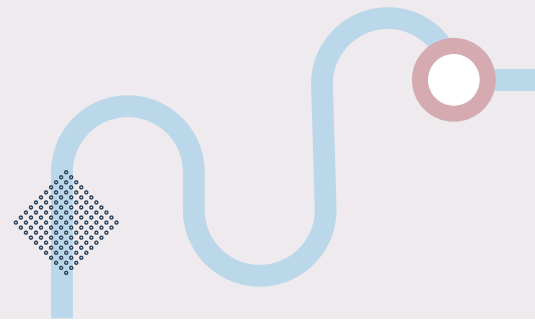
Where possible, reasonable accommodation will be provided to facilitate an employee with a disability to participate fully in training. Although every effort will be made to arrange training to facilitate attendance by part-time employees during their working hours, there is an expectation that part-time employees will make themselves available, from time to time, to attend training outside their normal hours of work. Reasonable notice of such a requirement will be provided.

### Procedure

Personal development is the individual responsibility of each employee. Therefore, employees should seek to establish their own training needs. These requirements should be discussed with the employee's manager, where appropriate, who will consider requests for training in line with any needs identified by the organisation. Where appropriate, training may be approved by the employee's direct manager.



# General Staffing Policy



## A.4 TIMEKEEPING

### Purpose

The purpose of this policy is to demonstrate the organisation's requirement that all employees be punctual for work, as per their Statement of Terms and Conditions of Employment.

### Scope

This policy applies to all employees.

### Policy

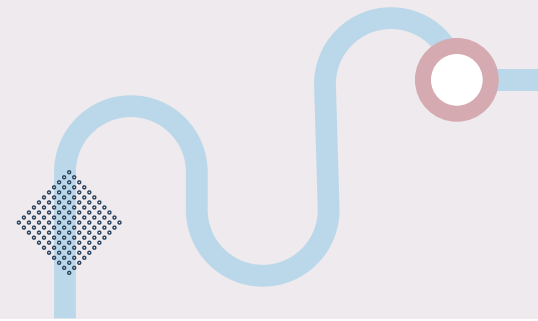
It is the policy of this organisation to require a high standard of timekeeping from all employees. Every employee is expected to arrive for work on time, as set out in their individual Statement of Terms and Conditions of Employment.

### Procedure

A failure to comply with this policy will be dealt with through the organisation's disciplinary procedure. In general, issues will initially be addressed informally, although the organisation may commence the disciplinary procedure at whatever stage is deemed appropriate.



# General Staffing Policy



## A.5 WORKING TIME, REST PERIODS AND WORK BREAKS

### Purpose

This policy demonstrates this organisation's compliance with the provisions of the organisation of Working Time Act 1997 related to working time, rest periods and work breaks. The policy also protects the rights of employees, as set out in this legislation, in order to ensure that no breaches occur.

### Scope

This policy applies to all employees.

### Policy

Normal working hours are as per the Statement of Terms and Conditions of Employment. From time to time, it is recognised that employees may be required to work in excess of these hours, in order to meet business requirements. However, the organisation is committed to ensuring that no employee works in excess of the maximum average working week, as determined by the organisation of Working Time Act, 1997.

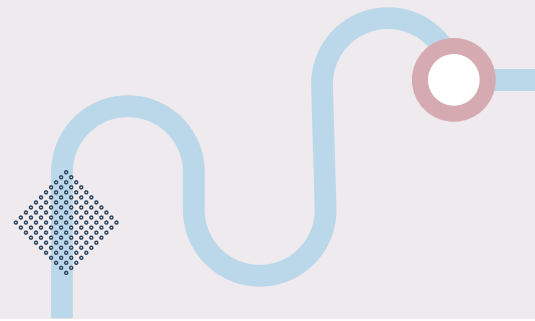
Breaks will be permitted as per each employee's Statement of Terms and Conditions of Employment. It is the policy of this organisation to ensure that all employees are afforded their minimum entitlements to daily and weekly rest, as per the organisation of Working Time Act 1997.

### Procedure

If an employee has a query in relation to their working hours, breaks or rest periods, or where they have been unable to avail of same, this should be brought to the attention of their manager, or raised through the organisation's grievance procedure.



# General Staffing Policy



## A.6 RIGHT TO DISCONNECT POLICY

### Purpose

This policy demonstrates this organisation's compliance with the provisions of the Code of Practice for Employers and employees on the Right to Disconnect and the relevant legislation; The organisation of Working Time Act 1997; The Safety, Health and Welfare at Work Act 2005; the Employment (Miscellaneous Provisions) Act 2018; and the Terms of Employment (Information) Acts 1994-2014.

The Right to Disconnect refers to an employee's right to be able to disengage from work and refrain from engaging in work-related electronic communications, such as emails, telephone calls or other messages, outside normal working hours.

### Scope

This policy applies to all employees.

### Policy

The organisation is committed to providing a culture in which employees feel they can disconnect from work and work-related devices. The organisation and all employees commit to managing the Right to Disconnect in a manner that is respectful of the rights and expectations of others, and in the context of the relevant legislation and good workplace relations generally. Due to business and operational needs and depending on a number of factors (including the role of the employee, customer / client need, the nature of the business, and the global reach of the employer), circumstances may occasionally arise that require communications to be sent and received outside the employees' normal working hours. When occasional contact outside normal working hours becomes the norm, this will be addressed. The organisation believes that respecting the employees' Right to Disconnect will result in the reciprocation by working hard during hours and showing support for the organisation on those rare occasions when it needs it out of hours.

### Employee Wellbeing

Employees working from home and on the organisation's property are encouraged to schedule post-work leisure activity, in order to create some separation from the end of their workday and the beginning of their personal time. Staff, including those engaging in flexible working arrangements or remote working, are reminded to switch off from work, to be cognisant of their working hours, and to take breaks in accordance with the organisation of Working Time Act 1997, away from work devices. Staff must take reasonable care of their health and safety, in accordance with section 13 of the Safety, Health and Welfare at Work Act 2005.

### Organisation Obligations

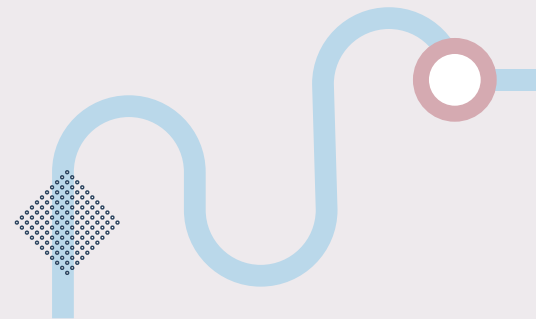
The organisation is obliged to:

- Provide detailed information to employees on their working time, in accordance with the Terms of Employment Information Acts 1994-2014.
- Ensure that employees are informed of what their normal working hours are reasonably expected to be under the Employment (Miscellaneous Provisions) Act 2018.
- Ensure that employees take rest and break periods, in accordance with the organisation of Working Time Act 1997.
- Ensure a safe workplace, including reviewing their risk assessment and, where necessary, their safety





# General Staffing Policy



statement in line with the Safety, Health and Welfare at Work Act 2005, and taking account of their obligations under section 8(2)(b) of the Safety, Health and Welfare at Work Act 2005, which extends to "managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health and welfare at work of his or her employees at risk".

- Refrain from penalising an employee for acting in compliance with any relevant provision or performing any duty or exercising any right under section 27 of the Safety, Health and Welfare at Work Act 2005.

## **Employee Obligations**

While placing the onus of management of working time on the Employer is appropriate, individual responsibility on the part of employees is also required in the context of the relevant legislation.

Employees should:

- Ensure to manage working time and take reasonable care to protect safety, health and welfare and the health and safety of co-workers.
- Cooperate fully with any appropriate mechanism utilised by the organisation to record working time, including when working remotely.
- Be mindful of their colleagues', customers' / clients' and all other people's Right to Disconnect.
- Notify the organisation in writing of any statutory rest period or break to which they are entitled to and were not able to avail of on a particular occasion and the reason for not availing of such rest period or break.
- Be conscious of work patterns and aware of their work-related wellbeing and taking remedial action if necessary.

## **The Role of Managers**

Managers play a central role in the successful implementation of the Right to Disconnect policy. Managers should respect the Right to Disconnect of their team members and should demonstrate clear commitment to this policy through leadership and being active role models in this respect.

Managers commit to recognising and taking action when an employee's inability or reluctance to disconnect appears to be linked to excessive workload, performance issues, or whether organisational culture is a contributing factor. In such circumstances, managers must ensure that employees have clear goals and deliverables which, other than in exceptional circumstances, stand to be delivered during normal working hours.

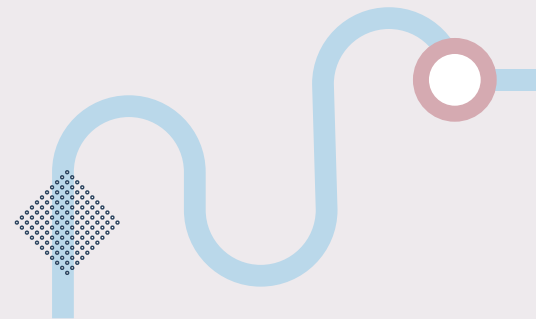
## **Working Hours**

The organisation has an expectation that all employees disconnect from work emails, messages, etc., outside their normal working hours and during Annual Leave, Sick Leave, Maternity Leave, Paternity Leave, etc. However, occasional legitimate situations may arise when it is necessary to contact staff outside normal working hours, including, but in no way limited to, ascertaining availability for rosters, to fill in at short notice for a sick colleague, where unforeseeable circumstances may arise, where an emergency may arise, and / or where business and operational reasons require contact out of normal working hours.

The organisation and all employees recognise that business and operational needs may dictate that there might be situations which clearly require some out-of-hours working by some employees depending on the



# General Staffing Policy



service being provided, the employee's role, the needs of customers / clients, and the unique requirement of critical services, and as agreed in an employee's Terms of Employment.

The organisation and all employees recognise that some employees may work across global time zones. This may result in colleagues connecting at different times outside normal working hours to complete their objectives. This does not mean an employee needs to respond in the same time period.

The organisation recognises that many employees choose and may request to work in a more flexible manner, given their work-life balance needs. Even in circumstances where an employee is working flexibly, the right to be able to maintain clear boundaries between work and leisure should not be compromised.

## Communications

Where possible, emails should be checked or sent only during normal working hours. Due to differing/ non-standard patterns of work in the organisation, some employees may send communications at times that are inopportune for other employees, such as weekends. The sender should give due consideration to the timing of their communication and potential for disturbance, and the recipient should understand that they will not be expected to respond until their working time recommences.

## Meetings

The organisation and all employees commit to respect people's time by only inviting them to meetings at which they will play an active role and have something to contribute. Employees should be mindful of, and manage how much communication they have, each day.

## Culture of Work

The organisation recognises that working life is made up of policies and Procedures but also the organisational culture. This often emanates from the expectation set down by the Executive, Senior managers, and Line managers. The organisation wishes to make very clear it supports the right of employees to disconnect, and does not believe that staff need to be regularly working out of hours.

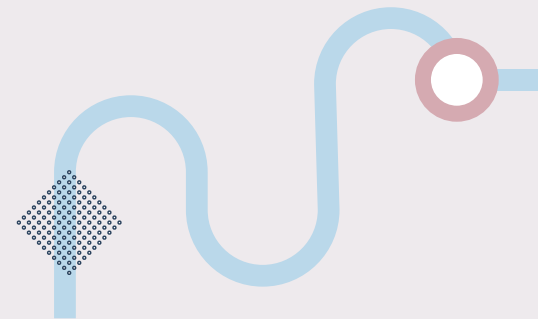
The organisation wishes to make very clear that there should be absolutely no detrimental impact on an employee's career for expressing their Right to Disconnect. This will not lead to victimisation and will not negatively impact on their performance rating or promotional chances. The organisation will investigate any such victimisation and take it seriously. Equally, staff who may be perceived to be "connected" outside work hours will not be treated more favourably.

## Raising Concerns

If an employee feels that their Right to Disconnect is not being respected, or that their workload is such that they are not able to disconnect at the end of their normal working day, this should be brought to the attention of their manager or raised through the organisation's Grievance Procedure.



# General Staffing Policy



## A. 7 DOUBLE EMPLOYMENT

### Purpose

This policy sets out to ensure compliance with the organisation of Working Time Act, 1997-2015 provisions with regard to double employment.

### Scope

This policy applies to all employees.

### Policy

It is the policy of this organisation to ensure that no employee works in excess of the maximum working week applicable to them and that they are permitted to avail of their minimum weekly and daily rest periods as set down by statute. It is the responsibility of the organisation to ensure that these rights are upheld, and these rights exist regardless of how many jobs an employee may hold. Therefore, where an employee is engaged in more than one job, this can become a difficult responsibility for the organisation to protect.

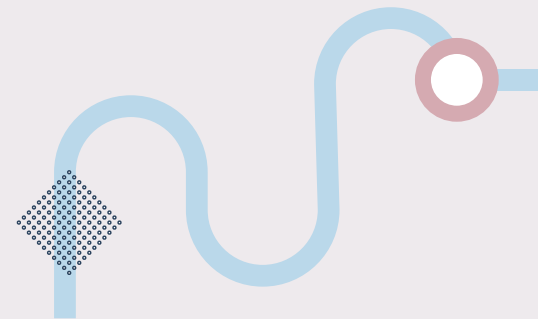
In order to ensure that an employee is not engaging in a secondary job that may result in their failure to protect their rights under the relevant legislation, employees are required to seek management approval in writing prior to engaging in a secondary job or other work. Approval will only be given to engage in a secondary job or other work where deemed appropriate, in light of the organisation's legal obligations and the employee's contractual commitments to the organisation.

### Procedure

Any employee seeking to engage in a secondary job must consult their manager and apply formally in writing for approval to do so. Where approval is given, the employee will be required to submit details of the working hours and details of the duties entailed in the other job to their manager, on a weekly basis, in order that their working time and contractual commitments may be monitored. In certain instances, records may not be required, for example when working for a family member. However the organisation must still be informed of such secondary jobs.



# General Staffing Policy



## A.8 PROBATION

### Purpose

The purpose of this policy is to set out the organisation's approach to managing the probation process.

### Scope

This policy applies to all employees during their probationary period.

### Policy

It is the policy of this organisation to use a probationary period at the commencement of employment for assessing the suitability of newly appointed employees, and to assist their integration into their role and the organisation. The period is used to ensure that the new hire is performing in their new role, and that they are settling into the organisation. The duration of Probation is outlined in the individual Statement of Terms and Conditions of Employment and may be extended at the discretion of management.

### Procedure

During Probation there should be dialogue between the manager and the employee with regard to performance, conduct, attendance, and any other issues impacting on the new employee's ability to settle into the role and the organisation. Issues may also be addressed formally by way of probation review meeting(s).

Where an employee successfully completes Probation, this will be confirmed to them by their manager.

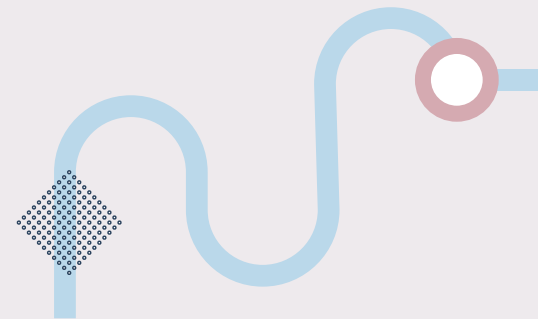
Where there are issues that affect an employee's ability to successfully complete Probation, then the Probationary period may be extended at the discretion of management.

Where there are serious misgivings with an employee's fit in the organisation, or their role, then the employment relationship may be terminated at the end of the Probationary period.

In certain circumstances, it may be necessary to terminate employment during Probation, due to the nature of the issue(s) arising. Dismissal may arise without application of the full disciplinary process during the Probationary period.



# General Staffing Policy



## A.9 PART-TIME WORKING

### Purpose

The purpose of this policy is to demonstrate compliance with the Code of Practice on Access to Part Time Work and the Protection of employees (Part-Time Work) Act 2001.

### Scope

This policy applies to all employees.

### Policy

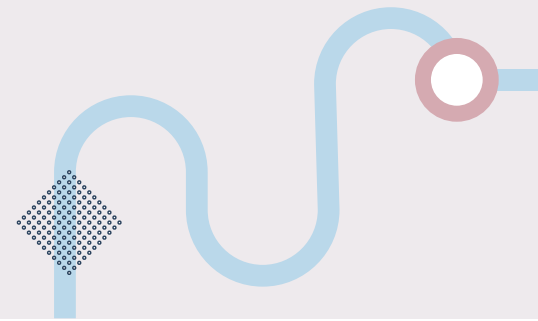
It is the policy of this organisation to provide access to part-time working arrangements, where appropriate and suited to business requirements. The organisation does not guarantee that any part-time working arrangement will be approved, but it is committed to dealing with all such requests seriously.

In general, the part-time working arrangement will be subject to annual review, and the arrangement may be amended or withdrawn where it is deemed that it is not meeting the organisation's business requirements. Part-time employees will be entitled to Terms and Conditions equivalent to those offered to comparable full-time employees on a pro-rata basis.

Training will be arranged with the needs of part-time workers considered. However, the organisation has a reasonable expectation that part-time employees will attend work outside their normal hours of work, in order to facilitate training. Notice will be provided of such a requirement.



# General Staffing Policy



## **A.10 HOUSEKEEPING / CLEAN WORKSPACE**

### **Purpose**

The purpose of this policy is to outline the requirement on all employees to maintain a clean and tidy workspace, in so far as reasonably possible.

### **Scope**

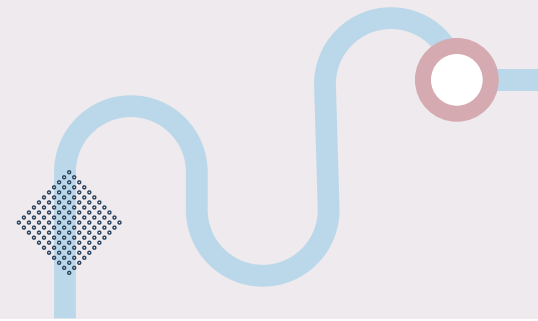
This policy applies to all employees.

### **Policy**

It is the policy of this organisation to provide a clean, tidy and hygienic workplace for all employees. As such, all employees are expected to maintain a clean, tidy and hygienic workspace.



# General Staffing Policy



## A.11 PERSONAL PROPERTY

### Purpose

The purpose of this policy is to outline the requirement of all employees to take care of their personal belongings in the workplace.

### Scope

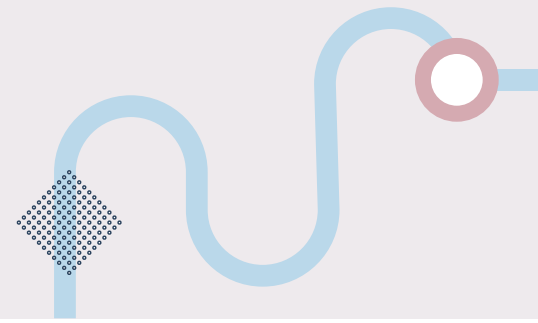
This policy applies to all employees.

### Policy

All employees are expected to take reasonable care of their personal belongings at work to protect them from theft, damage or loss. The organisation does not accept liability for any personal belongings that are lost, damaged or stolen while in the workplace.



# General Staffing Policy



## A.12 EMPLOYEE DATA AND EMPLOYEE FILES

### Purpose

The purpose of this policy is to promote compliance with the Data Protection Acts as they apply to the collection and retention of employee information.

### Scope

This policy applies to all employees.

### Policy

In order to administer each employee's employment, it is necessary to collect, retain and process certain aspects of their personal data. Personal data that may be required can include employee names and addresses, their date of birth, their rate of pay, their application form or curriculum vitae (CV), or any records related to disciplinary situations. It is the policy of this organisation that this information will be processed in accordance with the Data Protection Acts and employees consent to such processing of data, including sensitive personal data.

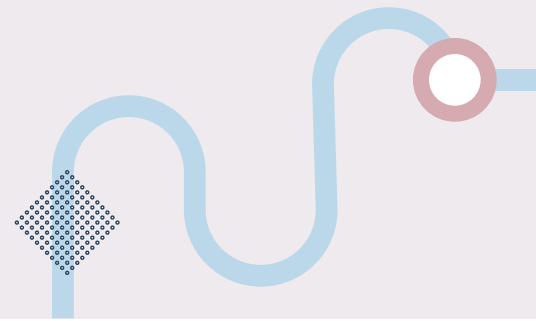
### Procedure

In order to uphold the requirements of the legislation, every effort will be taken to adhere to the principles of data protection as established by the Data Protection Commissioner. Personal data will be stored in a safe location and used in the manner outlined when it is collected. Personal data will not be disclosed to any person other than members of management, the employee themselves, or other third parties who may process the information on behalf of the organisation from time to time. Any person who is given access to the information will be required to comply with the Data Protection Acts when processing the information. Data will only be retained for as long as it is necessary and will be kept accurate and up to date, in so far as reasonably practicable. To this end, employees are requested to notify their manager of any changes to personal data retained by the organisation. An employee wishing to access personal data held about them may do so by making a request to their manager. Access will be provided within a reasonable timeframe.





# General Staffing Policy



## A.13 WORKPLACE SMOKING

### Purpose

The purpose of this policy is to demonstrate compliance with the Public Health (Tobacco) (Amendment) Act 2004.

### Scope

This policy applies to all employees and other persons present in the workplace.

### Policy

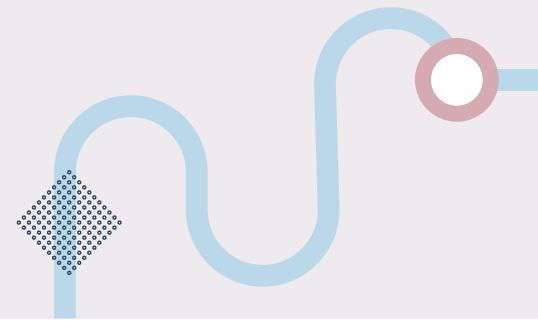
This organisation is committed to providing a smoke-free work environment for all employees and other people who attend the workplace from time to time. All employees are required to comply with the requirements of Irish legislation by not smoking in the workplace at any time, or within the immediate vicinity of any entrances to or exits from the premises.

### Procedure

Breaches of this policy should be notified to a member of management and may result in disciplinary action in accordance with the organisation's Disciplinary policy.



# General Staffing Policy



## A.14 TERMINATION OF EMPLOYMENT

### Purpose

The purpose of this policy is to demonstrate compliance with the Minimum Notice and Terms of Employment Act 1973-2005 and to outline an employee's responsibilities in the event of their decision to terminate employment with the organisation. The policy also sets out steps for management to follow in the event of an employee leaving service.

### Scope

This policy applies to all employees.

### Policy

It is the policy of this organisation that all employee's terminating employment are required to provide adequate notice of their departure in order to facilitate the organisation to arrange cover for their position and to ensure a smooth handover of work. Therefore, all employees are required, as a minimum, to provide notice as per their Statement of Terms and Conditions of Employment when terminating employment. In all cases notice must be confirmed in writing and submitted to the employee's manager.

The organisation is committed to providing notice as per the Statement of Terms and Conditions of Employment or the relevant legislation, whichever is the greater. In the case of summary dismissal for acts of gross misconduct, there is no obligation on the organisation to provide notice of termination or pay in lieu of notice.

The organisation retains the right to pay in lieu of notice where deemed appropriate.

### Procedure

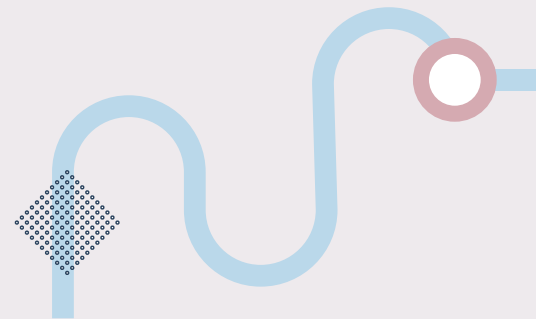
Prior to leaving employment, all property belonging to the organisation must be returned to the employee's manager, including items such as keys / access cards, information technology (IT) equipment, or other facilities provided in the course of employment. All employee Benefits will be cancelled on the date of termination of employment.

The employee will be paid their final pay as per normal payroll procedures. Final pay may include, where appropriate, payment in lieu of Annual Leave not availed of during employment, or alternatively it may include a deduction for Annual Leave taken without having been accrued prior to departure. The employee will be able to view details of their ceased employment in Revenue's My Account service following their termination date. The employee's final payslip will be issued to them at the date of termination, or soon after termination.

Where this document is to be posted to the employee, it is important that the employee ensures that they leave up-to-date contact details with their manager.



# General Staffing Policy



## SECTION B: INFORMATION TECHNOLOGY, INTERNET AND EMAIL

### B.1 INFORMATION TECHNOLOGY, INTERNET AND EMAIL

#### Purpose

This document sets out the organisation's policy with regard to acceptable internet, email and IT usage.

#### Scope

This policy applies to all employees of the organisation, and any other person using business IT resources.

#### Policy

It is the policy of this organisation that all IT facilities, including telephones, email internet, personal computers (PCs), laptops and other mobile devices are used solely for business purposes. Occasional personal use may be permitted with management approval. However, excessive use for personal purposes during working time or otherwise will be treated as a serious disciplinary offence. Usage of IT facilities may be monitored in accordance with law, and as these are systems belonging to the organisation, employees should not expect privacy on these systems. At all times the organisation retains the right to access an employee's email, internet or phone records and other records relating to IT usage to ensure compliance with the organisation's Standards and policies, to ensure that employees' obligations to the organisation are being complied with, and to ensure that the employee is not engaging in prohibited activities as identified in this policy or activities otherwise deemed inappropriate.

This policy also sets out to provide guidelines on the acceptable usage of IT facilities. All employees are required to be familiar with these requirements and to adhere to same. If an employee has a query in this regard, they should consult their manager.

#### I.T. Usage Policy

All IT facilities should be used solely for business purposes. employees who have access to any password-restricted systems are required not to disclose that password to any other person, except with the prior approval of their manager. employees should make arrangements to permit their manager access to password-restricted systems prior to or during any period of absence, where necessary. Passwords should be carefully selected so that they cannot be easily guessed. In order to ensure the security of physical data and equipment, employees are required to ensure that laptops and other mobile devices are appropriately stored and locked away while in their possession.

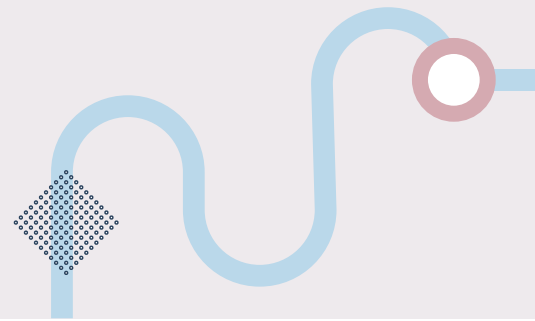
#### Internet

The internet can be a valuable source of information and, when used for research purposes, can be a powerful business tool. However, it is important to take care when using the internet to make decisions, as the information can be misleading or inaccurate in some cases.

If internet access is provided, it should only be used to fulfil organisational requirements. The internet should never be used for personal purposes during working time. Outside working time authorisation may be sought to access the internet for personal use, for example to make purchases, or to conduct research for personal purposes. However, such use should be limited and the user must accept liability for any losses incurred while using the systems for personal use. No software should be downloaded from the internet, due to the risk of infection by viruses or infringement of licence agreements.



# General Staffing Policy



Only appropriate material should be accessed on the organisation's systems. Any use of the internet to send, view, display, request, print or download pornographic or other potentially harassing or sexually harassing material, obscene material, or material that is fraudulent, offensive or otherwise unlawful will be deemed to be a disciplinary offence and may constitute gross misconduct.

Prohibited activities include those defined elsewhere in this policy and also include wasting computer resources by, among other things, sending mass mailings or chain letters, spending excessive amounts of time on the internet for non-business purposes, using the internet for personal use, or downloading and sending large files, such as pictures, music or audio files that are not work-related, playing games, engaging in on-line chat rooms or otherwise creating unnecessary traffic or overburdening the computer system, accessing or using any material, including another employee's computer equipment without authorisation or under false pretences, or inadvertently or otherwise, engaging in unauthorised exchanges that may result in the organisation being contractually bound to a third party.

## Email

The organisation's email systems should be used for business purposes only. Limited personal use may be permitted with management approval. However, users should have no expectation of privacy when using a resource belonging to the organisation. Employees must also take care to ensure that they do not bring the organisation into disrepute through the distribution of inappropriate or illegal emails using the organisation's systems.

Attachments should not be accessed unless they are received from a trusted source with which the organisation has a business relationship. Employees should be aware of the risks associated with downloading information from sources that cannot be trusted. Further information should be sought from management if required.

Employees should ensure that they do not make defamatory remarks or engage in any libellous behaviour on email.

Personal data should not be transmitted relating to any individual without their prior consent.

## General

PCs, laptops and other mobile devices, where provided, should not be used for personal purposes except as outlined above. Printing for personal purposes should be limited, and excessive use will be dealt with as a disciplinary offence.

Laptops and other mobile devices, if provided, should be stored in the boot of the employee's car when travelling, and taken indoors rather than being left unattended in vehicles. If a laptop / mobile device is left in full view in a vehicle, it may attract thieves or vandals, resulting in possible damage to the vehicle, and theft of the laptop, as well as personal items contained within the vehicle.

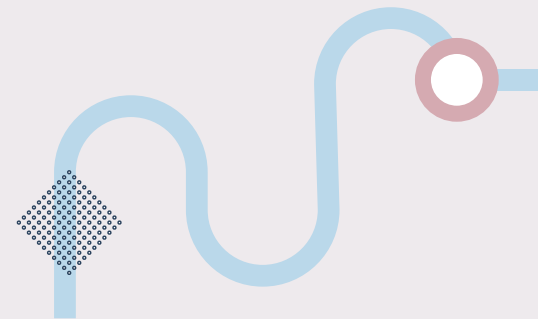
Screensavers should not be downloaded from the internet, and only screensavers approved by management may be used.

Employees should not transfer digital photographs or music, digital video / versatile disc (DVD) or movie files onto their PC, laptop / mobile device without prior permission from their manager. Employees must observe copyright regulations in relation to any content they upload / download to business systems.

Employees should not use the organisation's IT systems for the purposes of engaging in secondary employment.



# General Staffing Policy



Nor should they use the organisation's telephone systems for personal use, without the consent of their manager. Where an employee receives a personal call, they should keep the call brief.

## Social Media

Social networking and social media are communication tools that can have significant impact on organisational and professional reputations. Examples of social media may include blogs, Twitter, Facebook, LinkedIn, YouTube, and wikis. Employees are personally responsible for the content they publish online.

## Personal Usage of Social Media

Employees must not disclose the organisation's name or details on their own personal social media platform. Nor should they use their work email address as their primary means of identification on their personal social media platform. The organisation may impose the disciplinary process up to and including dismissal for employees posting inappropriate material on social networking sites in circumstances where such posts breach the organisation's internal policies on confidentiality, dignity at work, anti-bullying, harassment or sexual harassment, or where such action brings the organisation into disrepute.

Employees should refrain from engaging in the use of inappropriate slurs and personal insults referring to work colleagues, clients and / or the organisation, as this may lead to disciplinary action.

The organisation's IT equipment, where provided, should not be used for personal purposes. The use of social media for personal purposes is prohibited on the organisation's systems.

## Using Social Media for Work Purposes

Any contact details or business information acquired and maintained on the organisation's systems remain the property of the organisation. This includes any uploaded information (including personal contacts) brought by an employee from a previous employment.

Where it is a requirement as part of an employee's role to engage in social media, they must adhere to the following guidelines:

1. Respect copyright, fair use and data protection.
2. Refrain from providing the organisation's or another's confidential or other proprietary information, or discussing the organisation's business performance or other sensitive matters publicly.
3. Refrain from citing or referencing clients, partners or suppliers without their approval. When an employee makes a reference, they should link back to the source. They should not publish anything that might allow inferences to be drawn that could embarrass or damage a client.
4. Refrain from using inappropriate or ethnic slurs, personal insults, obscenity, or, engaging in any conduct that would not be acceptable in the workplace. Employees should also show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory.
5. Refrain from using the organisation's logos or trademarks unless approved to do so.
6. Refrain from posting material that could be deemed to be threatening, harassing, illegal, obscene, defamatory, slanderous or hostile towards an individual or entity.
7. Ensure that the content they are posting is accurate and reviewed for grammatical and spelling errors.

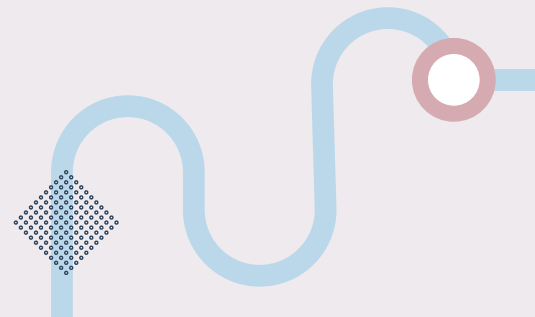
Breaches of this policy may result in disciplinary action up to and including dismissal.

## Queries

All queries in relation to this policy should be addressed to the employee's manager.



# General Staffing Policy



## SECTION C: HEALTH & SAFETY

### C.1 GENERAL HEALTH & SAFETY RESPONSIBILITIES

Please note: that information contained in this section is in place to draw attention to the particular responsibilities imposed on both employers and employees under the Safety, Health and Welfare at Work Act 2005. This policy is not a replacement for the Safety Statement.

#### Purpose

The purpose of this policy is to outline some of the main provisions of the Safety, Health and Welfare at Work Act 2005, with a particular emphasis on the responsibilities of both the organisation and employees. It is a term of employment that employees always act in the interests of workplace safety. Any act that is contrary to the requirements of health & safety legislation may be dealt with as a serious disciplinary offence.

#### Scope

This policy applies to all employees both in the workplace and in any place that they attend in the course of employment.

#### Policy

It is the policy of this organisation to operate in a safe manner that protects the safety, health and welfare of all employees in accordance with the relevant legislation. This policy states the general responsibilities on both the organisation and its employees in this regard.

#### Responsibilities of the Employer

##### The duties of an Employer under the Safety, Health and Welfare at Work Act 2005 may be summarised as follows:

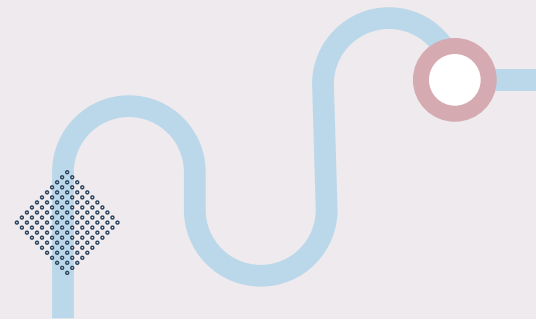
Every employer shall ensure, so far as is reasonably practicable, the safety, health and welfare at work of all their employees.

In particular, the employer will endeavour to:

- Manage and conduct work activities in such a way as to ensure the safety, health and welfare at work of the organisation's employees.
- Manage and conduct work activities in such a way as to prevent any improper conduct or behaviour likely to present a health or safety risk to employees.;
- As regards the place of work, the employer will ensure:
  - The design, provision and maintenance of it in a condition that is safe and without risk to health.
  - The design, provision and maintenance of safe means of access to and from it.
  - The design, provision and maintenance of plant and machinery or any other articles that are safe and without risk to health.
- Ensure the safety and prevention of risk to health at work of their employees relating to the use of any article or substance or the exposure of noise, vibration or ionising or other radiations or any other physical agent.



# General Staffing Policy



- Provide systems of work that are planned, organised, performed, maintained and revised as appropriate, so as to be safe and without risk to health.
- Provide and maintain facilities and arrangements for the welfare of employees at work.
- Provide the information, instruction, training and supervision necessary to ensure the safety, health and welfare at work of employees.
- Determine and implement the safety, health and welfare measures necessary for the protection of the safety, health and welfare of employees when identifying hazards and carrying out a Risk Assessment or when preparing a Safety Statement, and ensure that the measures take account of changing circumstances and the general principles of prevention.
- Have regard to the general principles of prevention, where risks cannot be eliminated or adequately controlled, or in such circumstances as may be prescribed, providing and maintaining such suitable protective clothing and equipment as is necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of employees.
- Prepare and revise, as appropriate, adequate plans and procedures to be followed and measures to be taken in case of an emergency or serious and imminent danger.
- Report accidents and dangerous occurrences, as may be prescribed to the Health and Safety Authority.
- Obtain, where necessary, the services of a competent person for the purpose of ensuring, so far as is reasonably practicable, the safety, health and welfare at work of employees.

## **Responsibilities of the Employee**

It is the responsibility of all employees to cooperate with management in the implementation of health & safety initiatives in the organisation. Employees must be aware that they have a responsibility for the safety of their visitors while on site. Employees also have a specific responsibility for their own safety. Therefore, they are expected to discharge their work in a safe manner, so as to avoid injury to themselves or other employees and customers, and to avoid damage to company equipment and property. Employees are required to report all accidents, dangerous occurrences, unsafe conditions and unsafe acts to their manager.

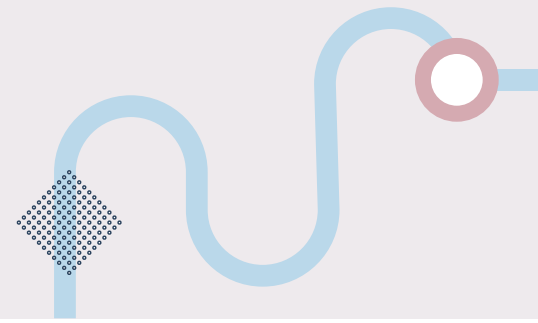
The duties of an employee under the Safety, Health and Welfare at Work Act 2005 may be summarised as follows:

While at work an employee must:

- Comply with the relevant statutory provisions and take reasonable care to protect their safety, health and welfare and that of any person who may be affected by their acts or omissions at work.
- Ensure that they are not under the influence of an intoxicant to the extent that they are in such a state as to endanger their own safety, health or welfare at work or that of any other person.
- Cooperate with the organisation in order to enable it to comply with the relevant statutory provisions as appropriate.
- Refrain from engaging in improper conduct or behaviour that is likely to endanger their own safety, health and welfare at work or that of any other person.
- Attend such training and assessment as may be reasonably required relating to safety, health and welfare at work, or relating to the work carried out by the employee.



# General Staffing Policy



- Make correct use of any article or substance provided for use at work or for the protection of their safety, health and welfare at work, including protective clothing or equipment.
- Report to management:
  - Any work being carried on, or likely to be carried on, in a manner that may endanger the safety, health and welfare at work of any person.
  - Any defect in the place of work, the systems of work, any article or substance that might endanger the safety, health or welfare at work of any person.
  - Any contravention of the relevant statutory provisions that may endanger the safety, health and welfare at work of the employee or that of any other person.
- Refrain from misrepresenting themselves to the organisation with regard to the level of training they have received in respect of their position.

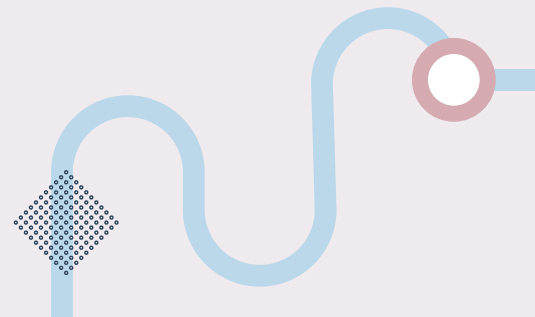
## Procedure for Raising Concerns

**An employee who has any concerns with regard to this policy may raise the issue informally with their manager or any other manager. Where they do not receive a satisfactory response to their concerns, they may raise the issue through the Grievance Procedure.**





# General Staffing Policy



## SECTION D: ORGANISATIONAL POLICIES

[D.1 General organisational Guidelines](#)

[D.2 Annual Leave and Public Holidays](#)

[D.3 Illness Benefit and Absence Reporting Procedure](#)

[D.4 Maternity Benefit](#)

[D.5 Adoptive Benefit](#)

[D.6 Paternity Benefit](#)

[D.7 Parent's Benefit](#)

[D.8 Bereavement / Compassionate Leave](#)

[D.9 Data Protection](#)

[D.10 Protected Disclosures](#)

[D.11 Confidentiality and Intellectual Property](#)

[D.12 Travel and Expenses](#)

[D.13 Time off for Medical Appointments](#)

[D.14 Personal Calls and Personal Mobile Phones](#)

[D.15 Performance Appraisals](#)

[D.16 Performance Improvement Process](#)

[D.17 Personal and Organisation Property](#)

[D.18 Drugs and Alcohol](#)

[D.19 Employee Assistance Programme](#)

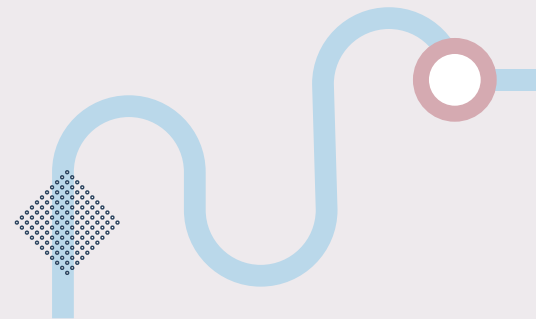
[D.20 Absence Policy Due to Adverse Weather / Transport Strike or Other Unusual Circumstance](#)

[D.21 Child Protection](#)

[D.22 Code of Conduct Policy](#)



# General Staffing Policy



## D.1 GENERAL ORGANISATIONAL GUIDELINES

### Purpose

The purpose of this policy is to outline the general guidelines that are in place in \_\_\_\_\_.

### Scope

This policy applies to all employees of \_\_\_\_\_.

### Customer Service

In order to be successful, we must have customers who wish to use our services but to be successful in the long term, we must take good care of our customers. We must constantly strive to ensure that our customers are more than satisfied with our services and facilities.

### Induction

Each new employee will be taken through an induction process that includes the Job Description and an outline of what performance and standards they are required to achieve in the position.

If Job Descriptions change, all employees are taken through an induction process that includes the new Job Description and an outline of what performance and standards they are required to achieve in the position. They will also be given a demonstration.

### Professionalism

An employee's appearance, attire, personality and most importantly their attitude determine the immediate first impression given in \_\_\_\_\_. How an employee speaks and communicates, both verbally and non-verbally, with members, customers and co-workers is also a major factor in creating a warm and welcoming atmosphere.

### Telephone Manner

When conducting business by telephone, employees should remember that they are representing \_\_\_\_\_ and aim to carry out their business in a courteous and friendly and enthusiastic manner.

### Communication

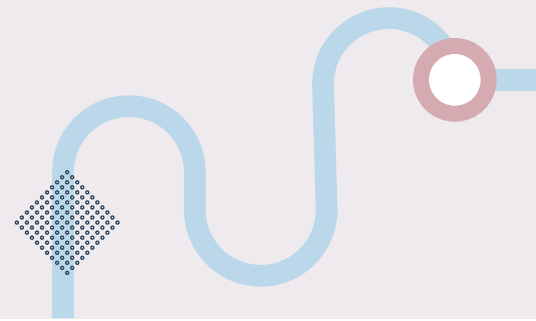
The involvement and suggestions of employees will help the organisation to communicate better. Therefore, employees should feel free to express any concerns or ideas that they feel could help the organisation and any other matters they believe are important. Good communications between employees and their manager are critical to aiding effective communications within \_\_\_\_\_.

The organisation encourages open and honest two-way communications, as they feel that the more their employees are aware of what is happening, the more effective they can be at their job. Likewise, if employees are familiar with the organisation and responsibilities of others, they can be an important source of information for customers and co-workers.

\_\_\_\_\_ has an open-door policy for all employees. This means that it encourages them to discuss freely any questions or issues they may have with their manager, so they can be promptly resolved. Employees should also feel free to seek information from any members of management, where



# General Staffing Policy



appropriate. Other avenues of communication may include internal correspondence or letters from management.

## **Dress**

The organisation believes that all employees should dress comfortably, while ensuring they are dressed appropriately for their role within it.

The organisation expects employees to observe good habits of grooming and personal hygiene: a neat and well-groomed appearance is essential at all times.

## **Uniforms and Equipment**

Uniforms and protective clothing will be provided for employees as required. Employees should ensure that their uniform is clean and presentable and that any protective clothing is worn in the correct manner for their safety and following the Health & Safety at Work Guidelines.

Each employee should care for their uniforms, ensuring they are clean and presentable each day.

## **Care of our Equipment and Supplies**

Equipment to complete set tasks should be available to employees on site. If employees are aware of any items missing or needing repair, they should inform their onsite Supervisor or the Centre manager as soon as possible.

## **Substance Abuse, Smoking and Vaping**

Drugs (except those intended for first-aid purposes or prescribed by a doctor) are not permitted on the premises. The possession or supply of illegal drugs will amount to gross misconduct.

Use of inhalants such as cigarettes and vapes are prohibited in all areas of the campus apart from designated areas.

## **Security**

All employees must be security conscious and exercise security awareness.

## **Lost Property**

Employees must ensure that all items left on the premises are recorded and put into the lost property areas in the office. Valuable items should be brought to the attention of the Centre manager and kept in safekeeping. Under no circumstances should employees remove lost property from the premises. Lost property items should be kept for a one-month period only.

## **Car Park Facilities**

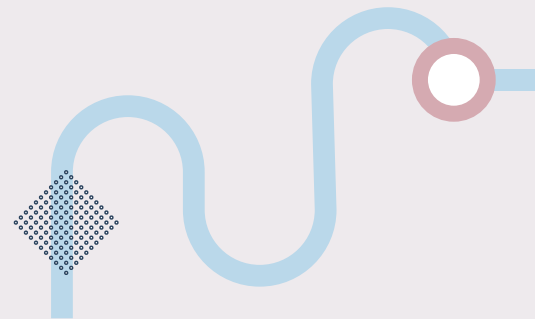
Employees are permitted to park vehicles in the car park. However, the organisation does not take responsibility for any damage or accident caused.

## **Time off in Lieu**

From time to time, it may be necessary for employees to work additional hours in line with the demands of the organisation. They may be entitled to avail of time in lieu with prior authorisation by their manager.



# General Staffing Policy



Time in lieu is accrued based on a time-for-time basis.

Employees are expected to prioritise and complete the work assigned to them during working hours. Any difficulties experienced with completing the work on time should be discussed with their manager.

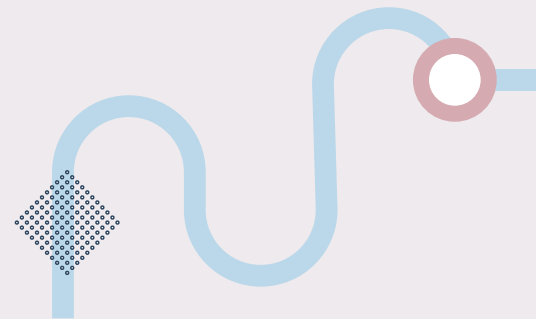
Time off in lieu must be taken within two months of its accrual, otherwise it will be forfeited.

## **Further Information**

If employees have any queries in relation to any of the policies outlined here, they should contact their manager.



# General Staffing Policy



## D.2 ANNUAL LEAVE AND PUBLIC HOLIDAYS

### Purpose

The purpose of this policy is to outline the terms of the organisation's annual leave policy.

### Scope

This policy applies to all employees of the organisation.

### Policy

The organisation of Working Time Act 1997-2015 sets out minimum entitlements to annual leave and public holidays for all employees.

The annual leave year runs from 1 January to 31 December.

### Annual Leave Entitlements

Employees are entitled to annual leave as set out in their contract of employment. Part-time employees and employees commencing employment during the leave year will have their annual leave entitlement calculated on a pro-rata basis.

Any day of sickness covered by a medical certificate that falls during the course of a holiday will not be counted as part of annual leave.

### Notice of Annual Leave

Employees should give at least one month's written notice of their intention to take annual leave and one week's written notice is required for odd single days.

Normally, not more than 10 working days' annual leave may be taken at any one time. However, special circumstances will be taken into consideration.

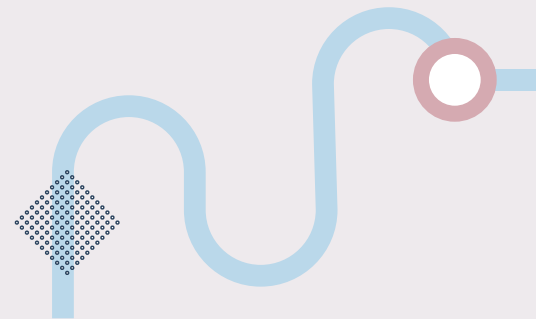
### Leave Carry Over

Employees are requested, in so far as is possible, to take their annual leave entitlement in the year to which it relates. If, in exceptional circumstances, an employee requests to carry over annual leave, it must be approved in advance and must be taken within three months of the new leave year. The maximum amount of leave permitted to carry over is three days, where applicable.

Payment in lieu of annual leave will not be made except for accrued holiday entitlement on termination of employment. Equally, where a termination of employment occurs and the paid holidays already taken exceed the paid holiday entitlement, the organisation will deduct the excess holiday pay from any termination pay.



# General Staffing Policy



## **Public Holidays**

Employees will be entitled to benefit for the following public holidays:

- 1 January.
- 17 March.
- Easter Monday.
- First Monday of May.
- First Monday of June.
- First Monday of August.
- Last Monday of October.
- 25 December.
- 26 December.

In respect of each public holiday, an employee is entitled to either:

- a. A paid day off on the holiday or
- b. A paid day off within a month or
- c. An extra day's Annual Leave or
- d. An extra day's pay as the Employer may decide.

If the public holiday falls on a day on which the employee normally works, the employee is entitled to one of the benefits outlined above in respect of the day.

There is no qualification requirement in respect of public holidays for employees working full time.

If the public holiday falls on a day on which the employee does not normally work, the employee is entitled to one fifth of their normal weekly wage as a benefit in respect of the day.

Where the public holiday falls on a normal working day for a part-time employee, the benefit will be one of those outlined above for full-time employees, calculated on the basis of the normal hours last worked by the part-time employee.

In order for a part time employee to qualify for a benefit in respect of a public holiday, they must have worked at least 40 hours during the five weeks ending on the day before the public holiday.

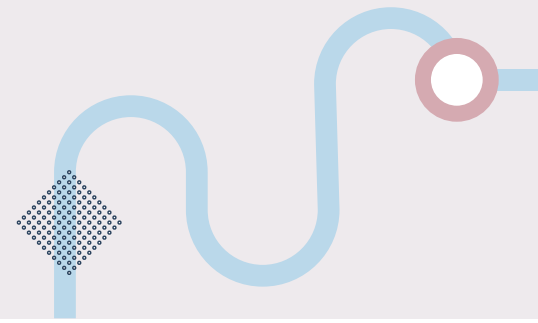
The organisation reserves the right to require employees to work on a public holiday in return for which they shall be entitled to a benefit in respect of the day (provided they are entitled to a benefit in respect of a public holiday).

## **Organisation Closing Days**

The organisation may designate certain closing days when employees may be expected to take annual leave from their entitlement. Employees will be notified of these days in advance.



# General Staffing Policy



## D.3 ILLNESS BENEFIT AND ABSENCE REPORTING PROCEDURE

### Purpose

The purpose of this policy is to outline \_\_\_\_\_'s approach to Sick Leave and also the requirements for reporting of Sick Leave to the organisation. This policy should be read in conjunction with the organisation's Sick Leave Procedures, in the section of this Handbook entitled "Employee Leave".

### Scope

This policy applies to all employees of \_\_\_\_\_.

### Policy

It is recognised that from time-to-time employees may be absent from work due to illness. Where an employee is absent due to illness, they are required to notify the Centre manager via telephone call one hour before the commencement of their working day / shift. Employees who are absent should not contact a colleague, leave a voicemail, or send a text message or email.

The Centre manager shall notify the chairperson of the board of directors one hour before the commencement of their working day / shift.

Failure to adhere to these contact Procedures will be viewed as unacceptable practice and may lead to disciplinary action, unless a reasonable explanation is given.

Sick Leave is categorised into short-term absences of up to two days and longer-term absence of three days or more.

An employee who is absent for more than two consecutive working days must provide the organisation with a medical certificate on the third day. The certificate must state the general nature of the illness and the precise period for which the employee will be unfit for duty, or the probable date of resumption of duty. Where the illness continues, follow-up certificates should be submitted on a weekly basis at the beginning of each week.

11.4 The organisation retains the right at any time during employment to refer an employee to a suitable medical practitioner nominated solely and exclusively by the organisation and to seek a full and medical report, in order to make reasonable decisions in relation to the employee's capacity to fulfil their terms and conditions of employment.

### Sick Pay

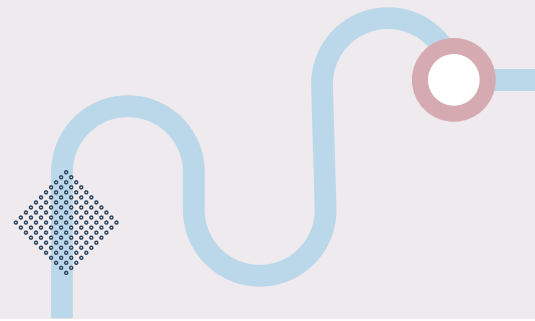
Employees' entitlement to sick pay is outlined within their contract of employment. Employees in receipt of sick pay must claim Social Welfare benefit and reimburse the organisation upon receipt of payment.

### Illness Benefit

An employee may be entitled to claim illness benefit from the "Relevant Department", subject to meeting certain qualification criteria. Employees are recommended to contact the department directly for further information.



# General Staffing Policy



## Return to Work

On return to work after any absence due to illness, employees should report to management. If the illness has extended for more than two months, or if it is caused by an infectious disease or a contagious skin disease, they must be examined by a doctor and declared fit before resuming work.

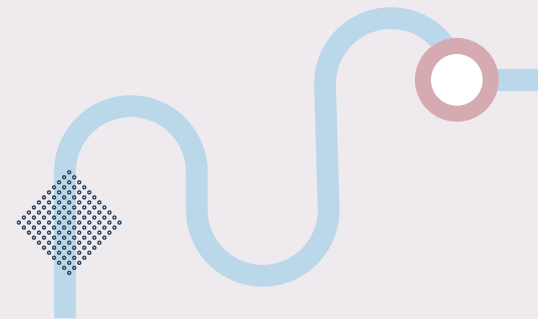
## Abuse of Sick Leave

The provision by an employee of misleading information relating to sickness may result in disciplinary action being taken, up to and including summary dismissal.





# General Staffing Policy



## D.4 MATERNITY BENEFIT

### Purpose

This policy sets out to explain employee benefits in respect of Maternity Leave.

### Scope

This policy applies to all employees.

### Policy

It is the policy of \_\_\_\_\_ to provide Maternity Leave in line with the statutory provisions as set down in the Maternity Leave policy in this Handbook.

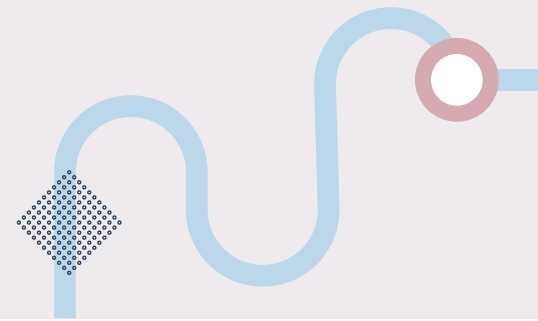
No payment is made in respect of absence by an employee during her maternity leave. However, an employee may be entitled to claim Maternity Benefit from the "Relevant Department", subject to qualification criteria. To claim this benefit, an employee is required to submit a claim form (MB1) at least six weeks prior to commencement of Maternity Leave. This form is available from the "Relevant Department". The organisation will complete Part 4 of the form confirming Employment and Pay-Related Social Insurance (PRSI) details on request.

### Additional Information

For information in relation to notification procedures, and other leave entitlements regarding maternity, please refer to the relevant policy in the section of this Handbook entitled "Employee Leave".



# General Staffing Policy



## D.5 ADOPTIVE BENEFIT

### Purpose

This policy sets out to explain employee Benefits in respect of Adoptive Leave.

### Scope

This policy applies to all employees.

### Policy

It is the policy of \_\_\_\_\_ to provide Adoptive Leave in line with the statutory provisions as set down in the Adoptive Leave policy in this Handbook.

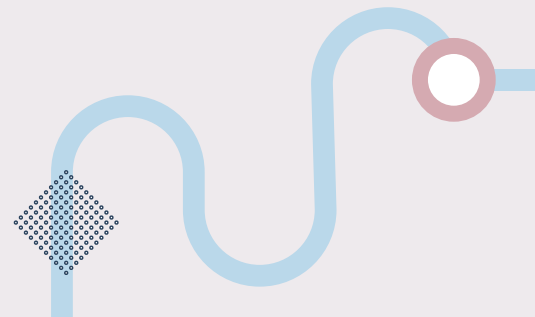
No payment is made in respect of absence by an employee during their Adoptive Leave. However, an employee may be entitled to claim Adoptive Benefit from the "Relevant Department", subject to qualification criteria. In order to claim this benefit, an employee is required to submit a claim form (AB1) prior to commencement of Adoptive Leave. This form is available from the "Relevant Department". The organisation will complete Part 4 of the form confirming Employment and PRSI details on request.

### Additional Information

For information in relation to Notification Procedures, and other leave entitlements in relation to adoption, please refer to the relevant policy in the section of this handbook entitled 'Employee Leave'.



# General Staffing Policy



## D.6 PATERNITY BENEFIT

### Purpose

This policy sets out to explain employee benefits in respect of Paternity Leave.

### Scope

This policy applies to all employees who are relevant parents to a child (other than the mother):

- The father of the child.
- The relevant adopting parent.
- The spouse, civil partner or cohabitant of the mother of the child.
- A parent of a child where the child is a donor conceived child.

### Policy

A relevant parent is entitled to avail of two weeks' Paternity Leave from employment, to enable him or her to provide or assist in the provision of care to the child or to provide support to the relevant adopting parent or mother of the child. The period of leave comprises a single period of two continuous weeks.

It is the policy of \_\_\_\_\_ to provide Paternity Leave in line with the statutory provisions as set down in the Paternity Leave policy in this Handbook.

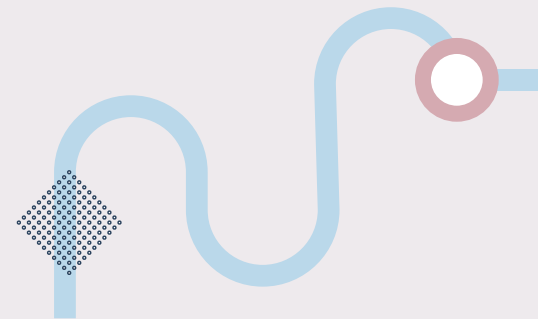
No payment is made in respect of absence by an employee during Paternity Leave. However, an employee may be entitled to claim Paternity Benefit from the "Relevant Department", subject to qualification criteria. In order to claim this benefit, an Employer is required to submit a form (Form PB2) to certify that an employee is entitled to Paternity Leave for the dates provided. This form is available from the "Relevant Department". The relevant parent must have a Public Services Card to apply for Paternity Benefit.

### Additional Information

For information in relation to Notification Procedures, and other leave entitlements in relation to paternity, please refer to the relevant policy in the section of this handbook entitled 'Employee Leave'.



# General Staffing Policy



## D.7 PARENT'S BENEFIT

### Purpose

This policy sets out to explain employee benefits in respect of Parents leave.

### Scope

This policy applies to all employees who are relevant parents to a child:

- The parents of the child.
- The spouse, civil partner or cohabitant of a parent of the child.
- A parent of the child where the child is a donor-conceived child.
- The adopting mother or sole male adopter of the child.
- The spouse, civil partner or cohabitant of the adopting mother or sole male adopter of the child.
- Each individual in the couple where the child is, or is to be, adopted jointly by a married couple of the same sex or a couple who are civil partners of each other, or a cohabiting couple of the same sex.

### Policy

A relevant parent is entitled to avail of two weeks Parent's Leave from employment, which must be taken within the first 52 weeks of the birth or placement of the birth / adoption of the child. A relevant parent can take one week at a time or take the two weeks together.

It is the policy of the organisation to provide Parent's Leave in line with the statutory provisions as set down in the Parents Leave policy in this Handbook.

No payment is made in respect of absence by an employee during Parent's Leave.

In order to be entitled to this benefit, the employee must also apply to the "Relevant Department" for Parent's Benefit. This is a benefit payable for the period of Parent's Leave, subject to qualification criteria.

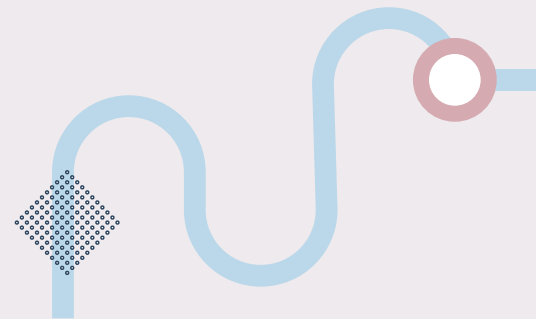
In order to claim this benefit, an employee is required to apply directly to the "Relevant Department".

### Additional Information

For information on Notification Procedures and other leave entitlements in relation to paternity, please refer to the relevant policy in the section of this handbook entitled "employee Leave".



# General Staffing Policy



## D.8 BEREAVEMENT / COMPASSIONATE LEAVE

### Policy

This policy details \_\_\_\_\_'s approach to leave for employees in the unfortunate event of bereavement or other situations where Compassionate Leave may be requested.

### Scope

This policy applies to all employees of \_\_\_\_\_.

### Policy

The following are guidelines to the operation of Bereavement Leave in the organisation. Due to the nature and reason for such leave, the organisation understands the need to be flexible.

### Bereavement Leave

It is the policy of the organisation to permit employees to avail of up to three days' paid leave in the unfortunate event of the death of one of the people listed below:

- Partner or spouse.
- Child of an employee.
- Parent or parent in-law of an employee.
- Grandparent living with the employee.
- Brother or sister of an employee.
- Relative residing in the employee's home.

An employee is permitted to avail of one day's paid leave in the unfortunate event of the death of one of the people listed below:

- Cousin.
- Nephew or niece.
- Aunt or uncle.
- Close non-family member.

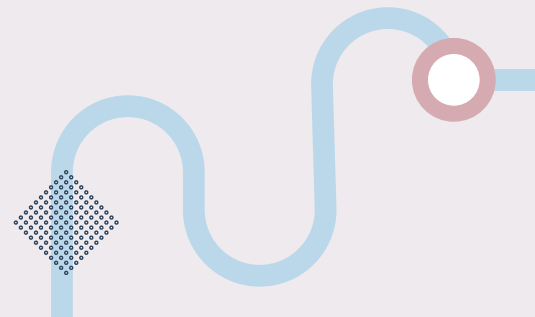
Each situation will be assessed on its own merits, taking consideration of the employee's circumstances and the requirements of the organisation at the given time.

### Procedure

Employees are encouraged to talk to management in relation to events that may occur in their life that may entitle them to Bereavement Leave.



# General Staffing Policy



## D.10 PROTECTED DISCLOSURES

### Purpose

The purpose of the policy is to outline the responsibilities under the Protected Disclosures Act 2014 and subsequent amendments and to demonstrate this organisation's commitment to observing and maintaining the highest standards of honesty, openness and accountability in all of its practices. The organisation's Protected Disclosures policy is intended to encourage and enable employees to raise, rather than overlook, genuine concerns or disclose information related to potential wrongdoing, as outlined within this policy, within our workplace, and without fear of penalisation or threat of less favourable treatment, discrimination or disadvantage.

All individuals are encouraged to be familiar with this policy and to feel confident to disclose any genuine concerns internally, at the earliest possible stage.

Any employee who raises a concern in line with this policy is legally protected from penalisation and / or unfavourable treatment.

### Scope

The Act protects voluntary reporting and does not absolve any employee from a pre-existing mandatory reporting obligation. Where statutory reporting requirements or procedures exist, these must be fully complied with.

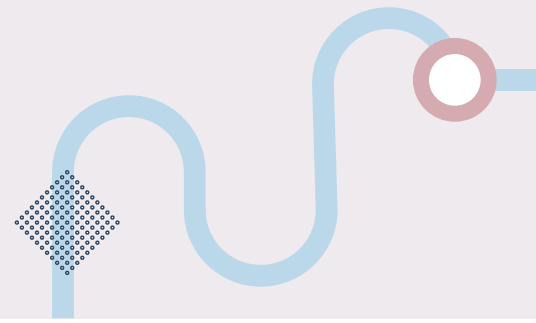
This policy applies to all employees within the organisation, including volunteers, consultants, contractors, trainees, agency workers, interns and those on work experience.

This policy is not appropriate for dealing with issues of harassment, sexual harassment, bullying or individual grievances that may relate to dissatisfaction with workplace relationships, the work environment, or a term or condition of employment. Such matters should be addressed through the appropriate procedures as set out by the organisation.

In general, where a Protected Disclosure is made during an investigation, disciplinary or other process, this should not affect these distinct processes, except where the investigation, disciplinary or other action represents, in essence, a form of penalisation for making a Protected Disclosure.



# General Staffing Policy



## POLICY

### What is a Protected Disclosure?

A Protected Disclosure is the term used when an employee raises a concern about a relevant wrongdoing such as possible fraud, crime, danger or failure to comply with any legal obligation, that came to their attention in connection with their employment.

"Relevant wrongdoings" are broadly defined in the Act and include the following:

- That an offence has been, is being or is likely to be committed.
- That a person has failed, is failing, or is likely to fail to comply with any legal obligation, other than one arising under the individual's Contract Of Employment or other contract whereby the individual undertakes to do or perform, personally, any work or services.
- That a miscarriage of justice has occurred, is occurring, or is likely to occur.
- That the health & safety of any individual has been, is being, or is likely to be endangered.
- That the environment has been, is being, or is likely to be damaged.
- That an unlawful or otherwise improper use of funds or resources of a public body, or of other public money, has occurred, is occurring, or is likely to occur.
- That an act or omission by or on behalf of a public body is oppressive, discriminatory or grossly negligent, or constitutes gross mismanagement.
- That information tending to show any matter falling within any of the points above has been, is being, or is likely to be concealed or destroyed.

It is not regarded to be a relevant wrongdoing where a matter is a function of the employee or their Employer to detect, investigate, or prosecute and does not consist of or involve an act or omission on the part of the Employer.

### What is Meant by a Reasonable Belief?

Although an employee is not expected to prove the truth of the facts in a disclosure, they must have a "reasonable belief" that there are grounds for their concern when making a disclosure using the internal Procedure. A reasonable belief means that the belief is based on reasonable grounds. This does not mean the belief has to be correct. The individual should also not have unlawful and / or unethical objectives in reporting a concern.

If an individual is uncertain as to whether a concern is a Protected Disclosure within the scope of this policy, they should seek guidance from their manager.

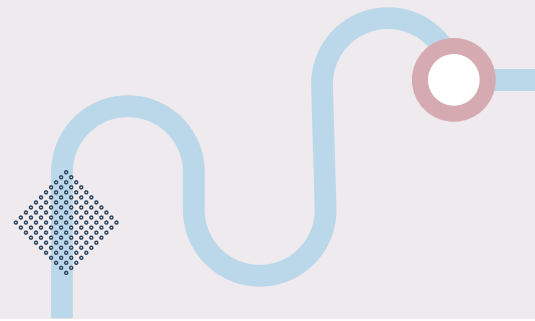
### Procedure for Raising a Concern

Employees are not required or entitled to investigate matters themselves to find proof of their suspicion(s) and should not endeavour to do so. They should disclose the information that they have based on a reasonable belief that it discloses a wrongdoing.

This Procedure enables all employees to raise any genuine concern(s) relating to the organisation in the correct way and at an early stage in the confidence that they will not be penalised or suffer detriment for having done so.



# General Staffing Policy



In situations where an employee makes a disclosure that is not in compliance with the Act, the protection of the Act does not apply.

## Raising a Concern Internally

In the first instance, an employee is encouraged to raise any concern(s) to their manager. However, if the employee feels that it is not appropriate or feels uncomfortable disclosing such information to their manager, they should raise any concern(s) to a more Senior manager and confirm that a Protected Disclosure is being made in accordance with this policy. Concerns may be raised verbally or in writing. If an employee raises a concern verbally, a written record of the conversation will be kept and a copy provided to the employee.

The disclosure should state:

- That the disclosure is being made under this procedure.
- The discloser's name, position in the organisation, place of work, and confidential contact details.
- The name of the person(s), body or otherwise allegedly involved.
- A description of the "relevant wrongdoing".
- Information in respect of the alleged wrongdoing – what is occurring / has occurred, and how, including dates / times and locations, so as to assist the investigation of the matters raised in the disclosure.
- Whether or not the alleged "wrongdoing" is still ongoing.
- Whether the alleged "wrongdoing" has already been disclosed, and if so, to whom and when, and what action was taken.
- Any other relevant information.

## Confidentiality

This organisation is committed to taking all reasonable steps to protect the identity of the employee making a disclosure and to ensure that relevant disclosures are treated in confidence. Employees who are concerned that their identity is not being protected should notify the Centre manager. Such notifications will be assessed, and appropriate action taken as necessary. However, there are circumstances, as outlined in the Protected Disclosures Act 2014, where confidentiality cannot be maintained.

This may include instances in which:

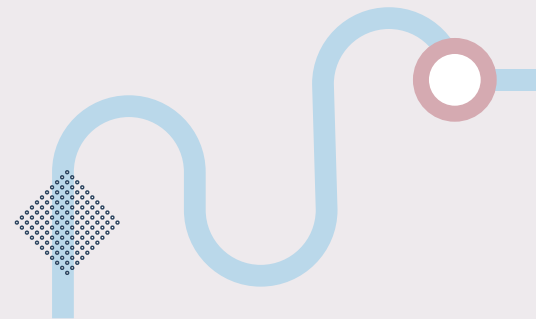
- The disclosure recipient shows that they took all reasonable steps to avoid such identity disclosure.
- The employee has made it clear that they have no objection to their identity being disclosed.
- The identity of the person making the disclosure is critical (1) to investigating the matter raised, (2) to preventing serious risk to the security of the state, public health, public safety or the environment, or (3) to preventing crime or prosecuting a criminal offence.
- The disclosure is otherwise in the public interest or otherwise required by law.

If such a situation should arise, the organisation will make every effort to inform the employee that their identity may be disclosed.





# General Staffing Policy



Where action is to be taken following a disclosure, except in exceptional cases, the disclosure recipient should contact the discloser and, where possible, gain the informed consent of the discloser prior to any action being taken that could identify them. Where it is decided it is necessary to disclose information that may or will disclose the identity of the discloser, the discloser should be informed of this decision, except in exceptional cases. The discloser may request a review of this decision and this should be carried out where applicable.

All employees involved in the process must respect the need for confidentiality. A failure to do so may represent a serious disciplinary offence, up to and including dismissal or other action.

Where an employee seeks advice from a trade union, solicitor or barrister, this discussion is treated as a Protected Disclosure, including at early stages in contemplation of making a disclosure or seeking information on the operation of the legislation.

## **Raising a Concern Anonymously**

A concern(s) may be raised anonymously. However, on a practical level it may be difficult to investigate such a concern(s). The organisation encourages all employees to put their names to allegations, with our assurance of confidentiality, where possible, in order to facilitate appropriate follow-up. This will make it easier for the organisation to assess the disclosure and take appropriate action, including an investigation if necessary.

## **How the Organisation Will Deal with a Concern**

In the event of a concern being raised, the organisation will arrange a meeting with the employee to discuss the matter on a strictly confidential basis. The meeting will be conducted by an independent member of management or external assistance may be necessary in some circumstances, so as to ensure impartiality, objectivity and fairness. An employee is permitted to have a representative present (colleague or trade union representative).

The employee will be advised of any supports that may be available at this time.

The organisation will clarify at this point if the concern is appropriate to this policy or is a matter more appropriate to its other policies, for example its Grievance or Dignity in the Workplace policies.

After the appropriate person has met with the employee regarding concerns raised, and clarified that the matter is in fact appropriate to this policy, they may subject the concerns raised to an initial examination by a designated independent member of management or other appropriate person, with a view to determining an appropriate course of action. This may involve simply clarifying certain matters, clearing up misunderstandings, or resolving the matter by agreed action without the need for an investigation.

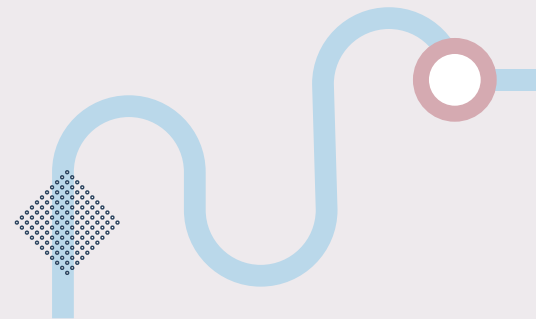
If this approach is deemed inappropriate or inconclusive or where deemed appropriate, matters raised in the disclosure may:

- Be investigated internally by an appropriate independent member of management or other appropriate person.
- Be referred to an external enforcement agency or regulator.
- Be referred to An Garda Síochána.

Where an internal investigation takes place, this will be governed by the terms of reference which will detail



# General Staffing Policy



the likely time frame for its completion (an indicative timeframe will be outlined) and the scope of the investigation.

Any employee making a Protected Disclosure or any employee against whom a concern has been made is entitled to be accompanied by a representative (colleague or trade union representative). The investigation will be conducted thoroughly, objectively and with sensitivity. Utmost confidentiality will be protected in so far as it is reasonably practicable.

Where possible or appropriate, the organisation will keep the employee who made the disclosure informed of actions taken. Such information should be treated as confidential. However, the need for confidentiality may sometimes prevent the organisation from giving specific details of any steps, including the outcome of any investigation or sanctions taken as a result.

## **Internal Investigation Outcomes**

Every reported issue will be taken seriously. Appropriate action will be taken based on the outcome of any actions or investigation undertaken.

Measures will be taken against an employee where an investigation finds sufficient evidence to conclude that the concern(s) raised by the discloser was justified. This may include formal disciplinary action, or other appropriate sanction or intervention deemed necessary to prevent a recurrence of the "relevant wrongdoing". Prior to any disciplinary action being taken, a fair disciplinary hearing will be held in line with the organisation's disciplinary procedure.

Where an investigation is inconclusive or the concern is not upheld, there will be no negative inference against any party to the concern raised. All parties to the disclosure(s) will be expected to continue working as normal, and to conduct themselves in an appropriate manner at work.

An employee is not expected to prove the truth of any concern raised. However, the employee must have a reasonable belief that there are grounds for their concern. A deliberate false disclosure will not be protected and could leave them open to disciplinary action or other appropriate action in that regard. Prior to any disciplinary action being taken, a fair disciplinary hearing will be held in line with the organisation's disciplinary procedure.

## **Safeguards and Protection**

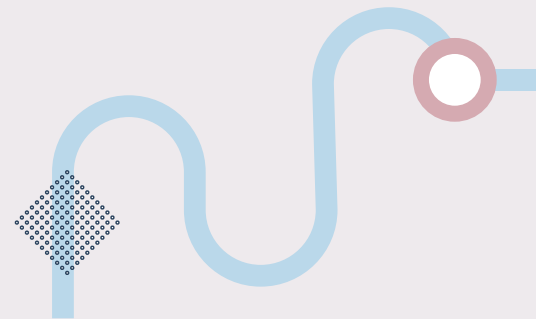
Any penalisation of an employee who makes a Protected Disclosure is in breach of the Act and will not be tolerated by the organisation. The organisation's disciplinary procedure or other appropriate action will be invoked against any employee who engages in penalisation or threatened penalisation of an employee in line with this policy.

No employee engaging in the procedures outlined here will be penalised or subject to unfavourable treatment for their role in the process, whether they are making a Protected Disclosure, supporting a disclosure, giving evidence in proceedings, or giving notice of any intention to do any of the foregoing. Penalisation means any act or omission that affects an employee to the individual's detriment and may include suspension, layoff, dismissal, demotion, loss of opportunity for promotion, transfer of duties, change of location of place of work, reduction in wages, change in working hours, the imposition or administering of any discipline, reprimand or other penalty (including a financial penalty), unfair treatment, coercion, intimidation, harassment, discrimination, disadvantage, injury, damage, loss or threat of reprisal.

Each employee is also responsible for not causing detriment to another person because the other



# General Staffing Policy



person or a third person has made a Protected Disclosure. A detriment in this context includes coercion, intimidation, harassment, discrimination, disadvantage, adverse treatment in relation to employment (or prospective employment), injury, damage, loss, or threat of reprisal. This list is non-exhaustive.

Any such conduct may, depending on the seriousness of the issue, be deemed gross misconduct by the organisation and may result in summary dismissal or other appropriate action.

An employee who believes that they have suffered any such treatment should inform the Centre manager immediately. If the matter is not remedied, an employee should raise it formally using the organisation's grievance procedure.

## Other Channels – Raising Concerns Outside the Workplace

### Raising Concerns Externally

The aim of this policy is to provide an internal avenue within the workplace in which a concern(s) or in regard to a "relevant wrongdoing" can be raised. The organisation is confident that such concerns can be dealt with internally in an appropriate and timely manner and strongly encourages all employees to report such concerns internally.

However, it is recognised that in some limited circumstances it may not always be appropriate to report any genuine concerns internally and that it may be necessary to raise a concern(s) externally. The Protected Disclosures Act 2014 provides for a number of avenues in this regard. Please see section "Disclosure outside of the Employer" for this detail.

However, it is important to note that the evidential criteria for making an External Disclosure are set at a higher level than those applying to raising a concern(s) internally. While an employee need only have a reasonable belief as to wrongdoing to make a disclosure internally, if an employee is considering an external disclosure, different and potentially more onerous obligations apply, depending on who the disclosure is made to.

### Responsibilities

Overall responsibilities for Procedures are the responsibility of the Board of Directors.

Management will endeavour to ensure that this policy is communicated to all Workers and will ensure that the policy is reviewed periodically and maintained and updated in line with legislative changes and any amendments to the relevant Code of Practice. Where required, measures will be taken to ensure the accessibility of policies and Procedures for all employees.

All employees are expected to comply with this policy and to raise issues of concern through the Procedures outlined in the policy.

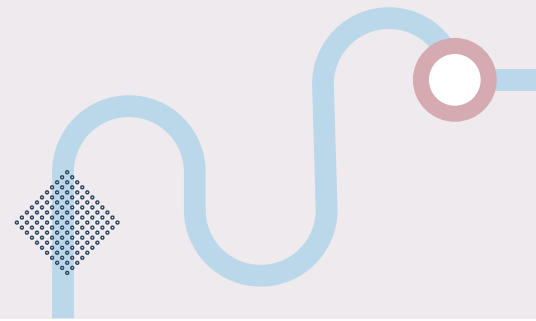
### Disclosure outside of the Employer

Employees are encouraged, enabled and supported to raise disclosures internally in the first instance.

The 2014 Act allows an employee to make a Protected Disclosure to people other than their Employer in certain circumstances. Different requirements need to be met in different cases, as set out below.



# General Staffing Policy



## 1. Other Responsible Person

Where the employee reasonably believes that the "relevant wrongdoing" relates solely or mainly to the conduct of a person other than their Employer, or to something for which that other person has legal responsibility, then the employee can make the disclosure to that other person.

## 2. A Prescribed Person

Certain external people are prescribed by Statutory Instrument 339 of 2014 ("SI 339") to receive Protected Disclosures ("prescribed persons"). This includes the Heads or Senior Officials of a range of Statutory Bodies.

A Protected Disclosure is made in the manner specified in this section if the employee:

- a. Makes the disclosure to a person prescribed in the Statutory Instrument 339 of 2014.
- b. Reasonably believes that:
  - i. The information disclosed, and any allegation contained in it, are substantially true.

## 3. A Minister of the Government

A disclosure is made in the manner specified in this section if:

The employee is or was employed in a public body.

## 4. A Legal Advisor

A disclosure is made in the manner specified in this section if it is made by the employee in the course of obtaining legal advice (including advice relating to the operation of this Act) from a barrister, solicitor, trade union official or official of an accepted body (within the meaning of Section 6 of the Trade Union Act 1941).

## 5. Alternative External Disclosure (in very limited circumstances)

It is preferable in most circumstances for an employee to disclose to their Employer, and, if that is not appropriate, to use one of the options at (1.) to (4.) above. It will rarely be appropriate to make alternative external disclosures where the disclosure could be dealt with through one of the other disclosure options above. There are stringent requirements for alternative external disclosures to qualify as Protected Disclosures under the 2014 Act.

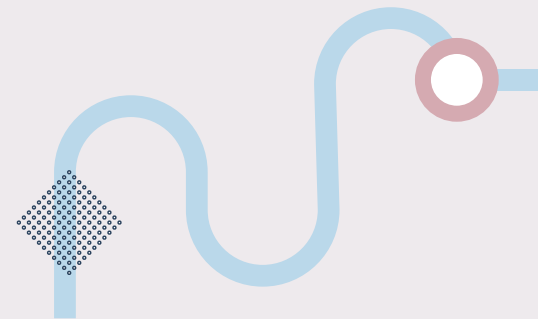
The protections will only be available if the following conditions are met:

The employee must reasonably believe that the information disclosed, and any allegation contained in it, are substantially true.

- The disclosure is not made for personal gain.
- At least one of the following conditions at (i) to (iv) are met:
  - i. At the time the employee makes the disclosure, the employee reasonably believes that they will be subjected to penalisation by their Employer if they make the disclosure to the Employer, other Responsible Person, a Prescribed Person, or a Minister; or
  - ii. in a case where no relevant Prescribed Person is prescribed in relation to the relevant wrongdoing, the employee reasonably believes that it is likely that evidence relating to the relevant wrongdoing will be concealed or destroyed if the employee makes the disclosure to the Employer, or Responsible Person; or
  - iii. The employee has previously made a disclosure of substantially the same information to their



# General Staffing Policy



Employer or other Responsible Person or a Prescribed Person or a Minister; or that the relevant wrongdoing is of an exceptionally serious nature.

AND

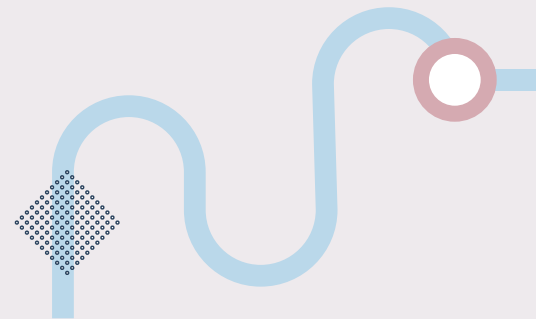
In all the circumstances of the case, it is reasonable for the employee to make the disclosure.

In determining whether it is reasonable for the employee to make the disclosure regard shall be had, in particular, to:

- a.** The identity of the person to whom the disclosure is made.
- b.** The seriousness of the relevant wrongdoing.
- c.** Whether the relevant wrongdoing is continuing or is likely to occur in the future.
- d.** Whether any action had been taken in cases where a previous disclosure was made and whether the Employee complied with any procedures in place when making that previous disclosure.



# General Staffing Policy



## D.11 CONFIDENTIALITY AND INTELLECTUAL PROPERTY

### Purpose

The purpose of this section is to outline the organisation's policy in relation to confidentiality and copyright.

### Scope

This policy applies to all employees of \_\_\_\_\_.

### Policy

All information and knowledge acquired in the course of an employee's duties must be treated as confidential and must not be divulged to unauthorised people, nor used for the purpose of gain or profit.

All documents including files, papers, letters and correspondence remain the property of the organisation. employees are not permitted to make copies of any such documents except when exercising their duties. Any company documents that are in the employees possession upon termination must be returned to the organisation.

While an employee is working with \_\_\_\_\_, they may not engage in any business or activity that could potentially cause a conflict of interest with the business of the Centre. Staff members may not be employed or involved directly or indirectly in any capacity, business or activity that is of a similar nature to, competing with, or calculated to be competing with the demands of their post.

An employee must inform the organisation of any external interests they may have which may constitute or could be considered to constitute a conflict of interest.

Intellectual Property is defined as any designs, creations or inventions including copyrights, trademarks, patents and related rights.

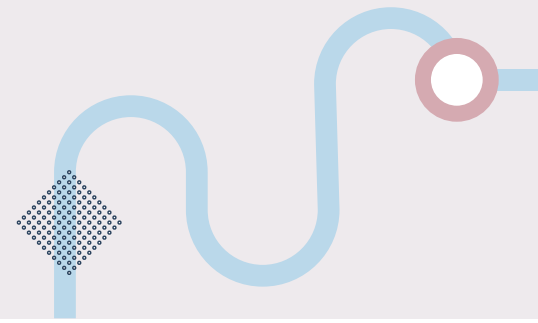
All Intellectual Property created on behalf of the Centre by employees in the exercise of their role remains the property of \_\_\_\_\_ and is not the property of the individual employee.

All employees therefore agree to assign all rights to such Intellectual Property to \_\_\_\_\_. The organisation retains the sole right to determine the use of this Intellectual Property.

Any breach of this policy will be treated as gross misconduct and may result in disciplinary action up to and including dismissal.



# General Staffing Policy



## D.12 TRAVEL AND EXPENSES

### Purpose

This policy details the organisation's expense processing system, and the requirements for employees to submit claims for expenses.

### Scope

This policy applies to all employees incurring personal expenses in the discharge of their duties.

### Policy

Employees may, from time to time, incur reasonable business expenses.

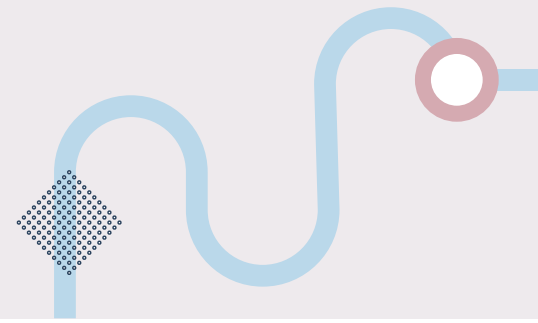
Vouched and reasonable expenses incurred in the course of an employee's work will be in accordance with Public Sector rates and will be refundable, on the specific written authorisation of the manager. Employees using their car must receive approval from their manager before they travel and should ensure that their insurance company indemnifies their insurance. Mileage will be paid at current civil service rates. Employees using public transport will be reimbursed for bus or train travel on production of their bus / rail ticket. employees are expected to travel by the most economic means in terms of cost and time and, where possible and practicable, they should try to avail of transport that is free or subsidised.

**Employees should submit their expense claims as soon as possible following the expense incurred.**

Mileage expense claims should be submitted to the manager for approval at the end of the month on the official expense sheet. This should be accompanied by AA route planner or Google Map verification.



# General Staffing Policy



## D.13 TIME OFF FOR MEDICAL APPOINTMENTS

### Purpose

The purpose of this policy is to outline the organisation's position with regard to allowing time off for attending medical appointments.

### Scope

This policy applies to all employees of \_\_\_\_\_.

It applies in the event of employees having medical appointments such as (but not limited to) visits to a:

- Doctor.
- Hospital.
- Optician.
- Physiotherapist.
- Dentist.

### Policy

This policy does not extend to employees seeking time off for antenatal appointments. This is covered under the organisation's Maternity Leave policy.

In so far as is possible, medical appointments should be scheduled outside business hours.

Where this is not possible, evidence (such as an appointment card) may be requested of the medical appointment, or the employee is expected to seek a relevant medical practitioner close to their normal place of work.

Subject to operational requirements, the employee will be allowed reasonable time off to attend appointments, taking into account travel time, waiting periods, etc. Time off to attend medical appointments will be unpaid. Therefore, the employee will be expected to work hours in lieu of the time taken for the appointment.

### Procedure

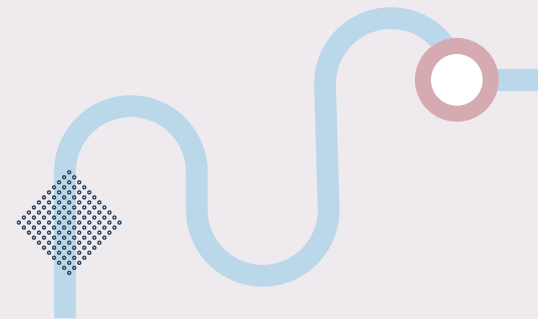
Staff should give their manager as much notice as is reasonably practicable of medical appointments.

In general, reasonable time off for medical appointments will be allowed, although this will be subject to operational requirements.





# General Staffing Policy



## D.14 PERSONAL CALLS & PERSONAL MOBILE PHONES

### Purpose

The purpose of this section is to outline the organisation's policy in relation to the use of mobile phones and the taking of personal calls at work.

### Scope

This policy applies to all employees of \_\_\_\_\_.

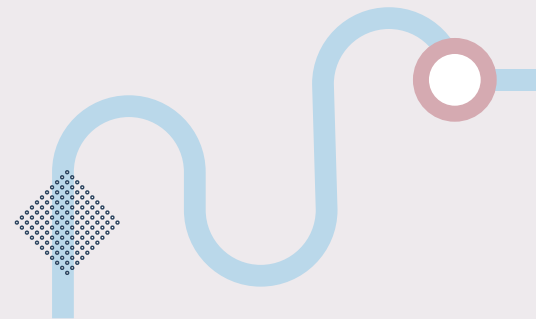
### Policy

Personal mobile phones should only be used at designated breaks and should remain switched off or on "silent" mode at all other times during an employee's shift.

Breach of this policy may result in disciplinary action up to and including dismissal.



# General Staffing Policy



## D.15 PERFORMANCE APPRAISALS

### Purpose

\_\_\_\_\_ provides all employees with an opportunity for Performance management and Development Meetings. This is a two-way process involving the employee and the manager.

The purpose of this policy is to demonstrate the organisation's commitment to supporting every employee to reach their potential and achieve their personal goals, which in turn will assist the organisation to achieve its objectives.

### Scope

This policy applies to all employees who have successfully passed their probationary period.

### Policy

The appraisal is a formal process centred on biannual meetings of each employee and their manager to discuss the employee's work.

The purpose of the meeting is to review the previous periods achievements and to set objectives for the following six-month period. These should align individual employees' goals and objectives with organisational goals and objectives.

### Core Principles

The core principles of the process are:

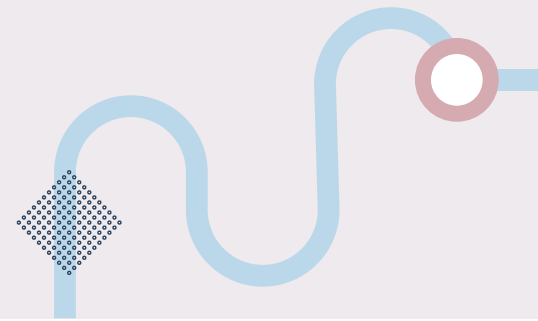
- To improve the effectiveness of the organisation by contributing to achieving a well-motivated and competent workforce.
- To clearly state the expectations of each position based on the Job Description and ensure that each employee understands their role and responsibilities.
- To identify and support the attainment of key performance objectives for each position.
- The appraisal discussion is a two-way communication exercise to ensure that both the needs of the individual, and of the organisation are being met, and will be met in the following year.
- To identify individual employee training needs and career development goals.

Other points:

- The appraisal discussion will review the previous year's achievement and will set an agreed Personal Development Plan for the coming year for each employee.
- All employees who have completed their probationary period are required to participate in the appraisal process.
- The Appraisal Process will be used to identify the individual's development needs and support the objectives of the Training and Development policy.
- The Appraisal Process will be a fair and equitable process in line with our Equal Opportunities policy.



# General Staffing Policy



Some of the discussion points will include:

- Giving feedback on the overall performance of the employee.
- Identifying additional training needs.
- Both parties reviewing the work over the past year.
- Planning objectives for the forthcoming year.
- Reviewing and updating the employee's Job Description, if required.

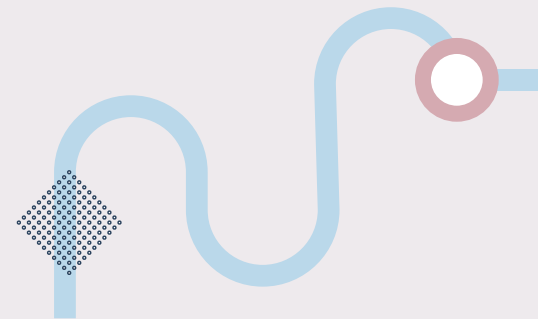
The appraiser is accountable for giving the employee constructive, timely and honest appraisals of their performance, which should take into account both the goals of the organisation and of the individual.

The discussion should be a positive dialogue and will focus on assisting the appraisee to acquire the relevant knowledge, skills and competencies to perform their current role to the best of their abilities.

The appropriate form will be completed and signed by both parties. A summary of the appraisal will be noted on the employee's personnel file.



# General Staffing Policy



## D.16 PERFORMANCE IMPROVEMENT PROCESS

### Purpose

This policy identifies the proactive and progressive actions a manager may take when an employee's performance, conduct or attendance is unsatisfactory.

### Scope

This policy applies to all employees of the organisation.

### Policy

When an employee's performance, conduct or attendance is unsatisfactory, the manager will advise the employee of the issue(s) and give them an appropriate opportunity to improve to an acceptable level through the Performance Improvement Process, subject to the other provisions of this policy.

Managers and supervisors are required to effectively monitor employee performance and discuss performance concerns with employees at the earliest possible stage. Consideration should be given to possible direct reasons and influences for the performance concerns.

The focus of a performance improvement process is to provide an employee with support and assistance to improve areas of unsatisfactory performance. Employees are responsible for achieving the performance requirements of their position and managers have an obligation to help support employees achieve their performance requirements.

The performance improvement process must meet the requirements of natural justice and be objective, equitable, accountable and confidential.

When a manager determines that there is an unacceptable performance, conduct or attendance with the employee, the manager shall document the issue(s) and required change(s) in a Performance Improvement Plan (PIP) and share the plan with the employee in a face-to-face meeting.

### Performance Improvement Process

#### Initial meeting

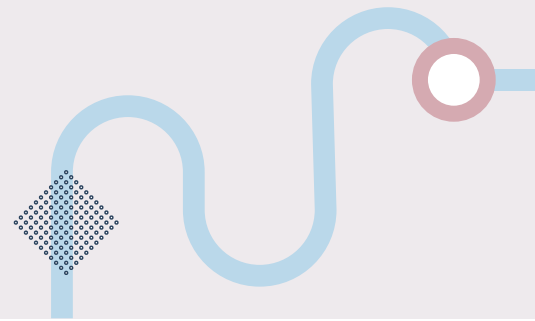
The manager and the employee should meet and the manager should:

- Provide clear evidence of the performance concerns to be addressed.
- Develop clear, objective and measurable job performance expectations and support mechanisms in consultation with the employee.
- Assign responsibility of each requirement to the appropriate person.
- Establish the length of the PIP and schedule review meetings (e.g., usually weekly or fortnightly).
- Advise of possible outcomes if the employee fails to meet performance expectations (specifically disciplinary action, which may include termination of employment).

The performance expectations and support mechanisms discussed during the meeting must be documented in the PIP and signed by both parties. If the employee refuses to sign the PIP, the reasons for refusal must be noted on the document (and addressed if applicable). A copy of the PIP must be provided to the employee.



# General Staffing Policy



## Review meetings

**Regular review meetings must be held, during which the manager should:**

- Review and discuss the PIP requirements with the employee and decide, against each of the criteria, whether or not the employee has met the performance requirements for the review period.
- Provide objective evidence / examples to demonstrate the decision and document within the review meeting notes. The employee must be given an opportunity to comment, with responses being considered by the manager and documented.
- Consider the support offered where the performance requirements are not being met, and also whether the employee would benefit from any additional support.
- Advise of the possible outcomes if the employee fails to meet the performance expectations (e.g. disciplinary action, which may include termination of employment).
- Sign the review meeting notes along with the employee. Where the employee refuses to sign, this must be noted on the review meeting notes. A copy of the meeting notes and any evidence / examples discussed during the review meeting must be provided to the employee.

## Final Review Meeting

**The manager and the employee should meet when the established timeframe for the PIP has finalised, during which the manager should:**

- Discuss whether the performance requirements have been met or have not been met for the duration of the PIP.
- Document the outcome of the PIP and provide the employee with a copy of the final report.

**Where the performance requirements have been met, the Employer should:**

- Revert to the normal performance monitoring through the performance development process.
- Advise the employee they are required to maintain the expected levels of performance and failure to do so may result in disciplinary action, which may lead to termination of employment.

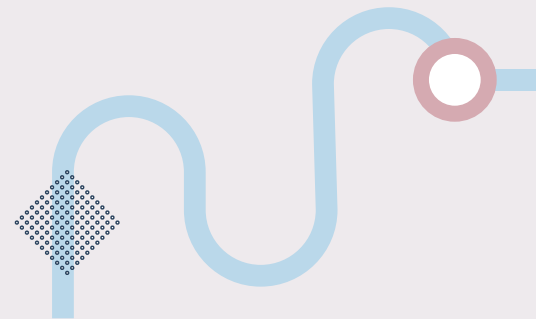
**Where the performance requirements have not been met, the Employer should:**

- Advise the employee the matter will be referred to an Appropriate manager for consideration of further action (i.e. disciplinary action).

Failure by an employee to improve their performance, conduct or attendance may lead to the employee not passing their probationary period or the commencement of a discipline process, up to and including the termination of employment.



# General Staffing Policy



## D.17 PERSONAL AND ORGANISATIONAL PROPERTY

### Purpose

The purpose of this section is to outline the organisation's policy and Procedures regarding damage or loss of employee's personal and company property while employees are on the organisation's premises or travelling for work purposes.

### Scope

This policy applies to all employees of \_\_\_\_\_.

### Policy

\_\_\_\_\_ does not take responsibility for the loss or damage of employees' property, including motor vehicles, bags or clothing, on Centre premises. However, employees should report all property lost or found to management as soon as possible.

Employees should take reasonable precautions to protect their personal items from damage or theft and should exercise reasonable judgement with valuable items.

### Loss or Damage to Own Vehicle

\_\_\_\_\_ is not responsible for loss or damage to an employee's own vehicle. Damage incurred when travelling to and from work is not considered to be a result of travelling for work purposes and therefore the organisation has no liability in this regard.

All property of the organisation should be left onsite, unless authorised by management.

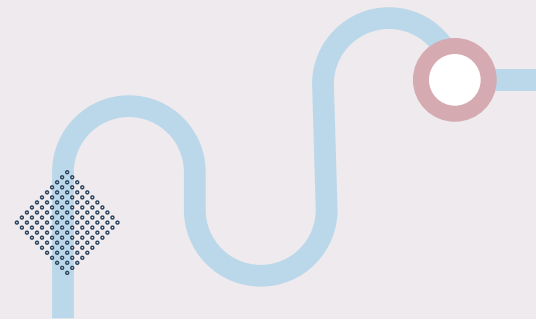
Employees should exercise due care when using the organisation's property. Damage or misuse of organisational property is considered misconduct and may result in disciplinary action up to and including dismissal.

Upon termination of Employment all organisational property must be returned to the organisation.

Any allegations of damage or theft to company or personal property will be investigated according to the organisation's disciplinary procedure.



# General Staffing Policy



## D.18 DRUGS AND ALCOHOL

### Purpose

The purpose of this policy is to outline the organisation approach to drugs and alcohol.

### Scope

This policy applies to all employees and Contractors of the organisation.

### Key Principles

Employees should not be adversely affected by alcohol or drug use during work hours and must at all times carry out their duties and responsibilities in a safe manner.

Work premises are alcohol and drug free during work hours.

The use of alcohol or drugs outside work hours should not impair an employee's performance and behaviour at work.

### Glossary of Terms and Definitions

For the purpose of this policy, the terms "alcohol" and "drugs" will be defined as mood-altering substances, either legal or illegal. This includes alcohol, abuse of prescribed medication with or without a prescription, as well as the use of illegal substances.

### Policy

It is the policy of the organisation to adhere to the Safety, Health and Welfare at Work Act 2005 under which Employers are obliged to provide a safe workplace for all employees.

Employees are responsible for adhering to this policy as failure to do so may compromise the health, safety and welfare of themselves and their colleagues. For this reason, the use / abuse of non-prescribed illegal substances, prescribed legal substances, or alcohol is strictly forbidden during working time or at work. It is also prohibited for an employee to possess such substances while on the organisation premises.

Employees taking prescription drugs that are not recommended to be taken while driving a car or operating machinery should notify their manager where the role may necessitate either driving or operating machinery.

### Action Where an Employee is Suspected of Being Unfit for Work

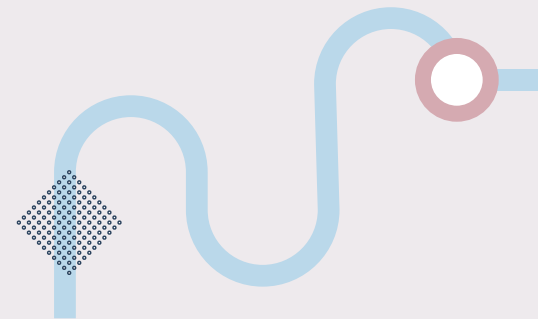
In any instances of suspected intoxication in the workplace, the manager will record the factors supporting this conclusion, for example: smell of alcohol on breath, dilated pupils, or impaired coordination or speech. The first step will be for the manager to request an immediate meeting with the employee.

The factors leading to the concern will be outlined to the employee who is suspected of being under the influence of drugs or alcohol. The employee will be sent home immediately. Payment of wages may be deducted for that day.

Where an employee is removed from the site / premises, the organisation will endeavour to ensure that they travel home in a safe manner. An employee found in possession of illegal substances will be reported to An Garda Síochána.



# General Staffing Policy



An employee who is suspected of being under the influence of drugs or alcohol while at work, or who is otherwise unsafe for work, or who is suspected of having alcohol or drugs in their possession, may be subject to disciplinary action up to and including dismissal.

## **Testing**

An employee may be subject to alcohol and drugs testing in circumstances where they are suspected of being under the influence of intoxicants or involved in a work-related accident. The organisation also reserves the right to conduct random testing of employees.

Testing will be conducted in conjunction with a suitable medical practitioner nominated solely and exclusively by the organisation. All employees are expected to cooperate fully with such testing as a condition of continued employment with the organisation.

An employee who refuses to cooperate fully with any testing request, or who tests positive for an intoxicant, is liable to serious disciplinary action up to and including dismissal.

## **Procedures Regarding Identification of Alcohol or Drug Use**

An employee with an addiction problem should be assured that every assistance will be given to them if they are willing to try to overcome the problem and that the matter will be treated in strict confidence. Any employee who suspects that they have an alcohol and / or drugs problem is encouraged to seek help voluntarily. This request should be made to the manager on a personal basis. Time off work to obtain help may be offered if necessary.

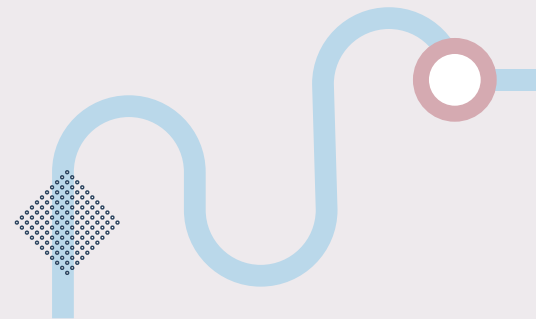
## **Confidentiality**

The organisation aims to ensure that the confidentiality of all employees experiencing alcohol or drug problems is maintained. Information regarding individual cases will not be shared with third parties unless consent has been provided by the individual, or the safety of the person concerned, or that of others, is comprised.





# General Staffing Policy



## **D.20 ABSENCE POLICY DUE TO ADVERSE WEATHER / TRANSPORT STRIKE OR OTHER UNUSUAL CIRCUMSTANCE**

### **Purpose**

This policy details the organisation's policy and Procedure for the reporting and management of absences in relation to adverse weather conditions, transport strike, emergency or other unusual circumstance.

### **Scope**

This policy applies to all employees of the organisation.

This policy applies where an employee is unable to attend for work due to adverse weather conditions, disruptions, transportation issues outside the control of the employee, and where the employee has been left with no reasonable means of transportation to the workplace. Employees are expected to seek to use every reasonable means of transport to the workplace including all types of public transport that may be available. This may include having to take extra time for the journey and / or taking an alternate means of transport or route.

### **Policy**

From time to time, extreme weather, transport strikes, disruptions and natural disasters may seriously delay or prevent employees from attending work. While the organisation expects employees to make all reasonable effort to attend, there may be some occasions where this is not possible. These circumstances may also result in employees arriving late to work, requiring leaving early, or being required to work from home.

All employees are expected to make every reasonable effort to attend for work at the appointed time. In cases where an employee is unable to attend for work due to extreme weather, transport strikes, disruptions and natural disasters, the following procedure will apply.

### **Notification**

If you cannot attend to work due to a reason set out above, you are required to contact your manager by telephone as soon as possible, and no later than 30 minutes after the time when you were normally expected to start work. You should inform your manager of the exact reason that you cannot travel to the workplace and the expected length of your absence from the workplace.

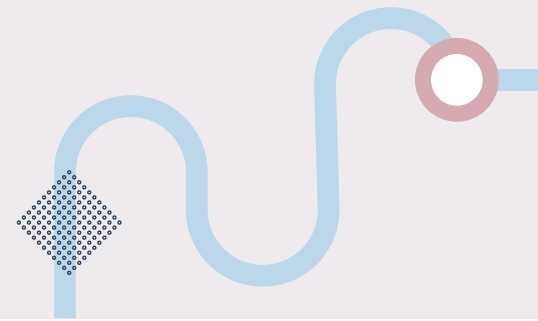
Employees who are delayed may be expected to make up this time at a later date. However, this will be at management discretion depending on the degree of lateness, the severity of the weather conditions / disruptions to public transport and the personal circumstances.

It is the responsibility of the employee to notify their manager of their lateness / absence personally. Notification from a friend, other family member, etc. will only be accepted in exceptional circumstances and text message or voicemail is not acceptable.

Where the employee's manager is unavailable a message may only be left with another manager, and not a colleague of the employee at the same level. Please note: it is a condition of this policy that if conditions improve sufficiently during the day, Employees should report this to their manager and attend work, unless directed otherwise.



# General Staffing Policy



## **Employees' Options**

Where the organisation is unable to open the premises at which employees normally work, due to inclement weather / natural disaster or for some other reason outside the Company's control, the employees will not be entitled to be paid.

Where the workplace remains open, employees have no automatic legal entitlement to remain at home on full or reduced pay, even if this is due to extreme weather, travel disruption or natural disaster. Instead, they have the following options available to them, once agreed with management:

- Annual leave: if employees are unable to attend work, they may choose to take this time as Annual Leave.
- Additional hours: depending on the nature of the employee's job role, it may be possible to make up this time, for example to work an extra hour a day. If they wish to pursue this as an option, they should first discuss it with their manager.
- Unpaid leave.

Where serious weather conditions are predicted employees are required to make appropriate arrangements with their manager before leaving the workplace, in the event that they cannot travel to work and are required to work from home.

If an employee has the ability to perform all or part of his or her duties from home or another location, they should seek approval to perform these duties offsite. They will be paid for the work performed.

The manager will be responsible for deciding when any request to leave early as a result of adverse weather or transport disruption is warranted, bearing in mind all available information including where an employee lives and the manner by which they travel from work to home.

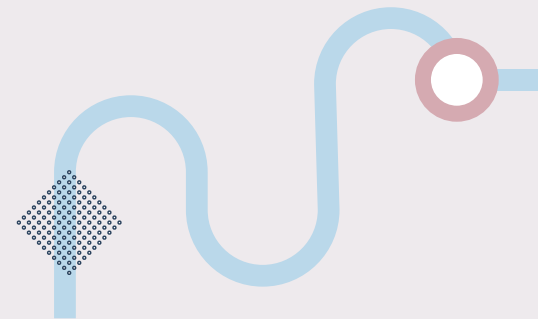
Absences that have not been notified according to the reporting procedures will be treated as unauthorised absences and may result in disciplinary action up to and including dismissal. Such instances will be dealt with under the organisation's Disciplinary policy.

## **Responsibilities**

Management will endeavour to ensure that this policy is communicated to all employees. The organisation reserves the right to change this policy at any time.



# General Staffing Policy



## D.21 CHILD PROTECTION

### Purpose

The purpose of this is to outline the organisation's position in relation to Child Protection.

### Scope

This policy applies to all employees of the organisation.

### Policy

It is the policy of \_\_\_\_\_ to safeguard the welfare of all children by protecting them from harm

\_\_\_\_\_ works on the premise that the welfare of the child is of paramount importance and always comes first, regardless of all other considerations.

\_\_\_\_\_ acknowledges the rights of children to be protected, treated with respect and listened to, and to have their own views taken into consideration. \_\_\_\_\_ also acknowledges that child protection is the responsibility of all employees, who will work in an open and honest manner.

Regarding concerns of child abuse, no undertaking of secrecy will be given by those working with a young person and their family. Any employee will be made aware that if an issue of child protection arises, information cannot remain confidential within \_\_\_\_\_.

\_\_\_\_\_ will work to ensure that children are protected and kept safe from harm while they are with staff and volunteers of the organisation.

They will do so by ensuring that the following Procedures are in place and that all employees are competent in knowing and following these Procedures:

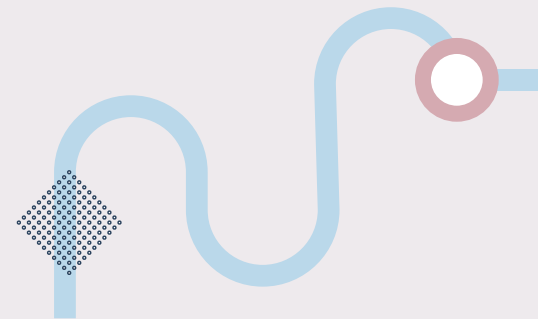
- Procedures for reporting suspected or disclosed abuse.
- Procedures for dealing with allegations against staff and volunteers.
- Confidentiality Procedure.
- Complaints Procedure.
- Recruitment Procedure.
- Supervision, training and support for staff.
- Code of Behaviour for employees.
- Safe management of activities.

For further information please consult the organisation's Child Protection policy.

\_\_\_\_\_ is committed to regular reviews of its Child Protection policy and Procedures.



# General Staffing Policy



## D.22 CODE OF CONDUCT POLICY

### Purpose

This policy outlines the organisation's Code of Conduct.

### Scope

This policy applies to all employees of \_\_\_\_\_.

### Policy

The objectives of the Code are as follows:

- To set out an agreed set of ethical principles to be followed.
- To promote, maintain confidence and trust in the organisation.
- To prevent the development or acceptance of unethical practices within the organisation.
- To promote the highest legal, management and ethical standards in all activities undertaken in or by the organisation.
- To promote compliance with best current management practice in all the activities of the organisation.

This Code of Conduct acts as a reminder for all working in the organisation of the need to act honestly, fairly and with integrity in their day-to-day work.

### Goals and Mission

The mission of the \_\_\_\_\_ is to be a focal point that provides opportunities and encourages the Community, regardless of gender, civil status, family status, sexual orientation, age, disability, race, religion and membership of the Traveller Community, to participate in cultural, leisure, educational and recreational activities in a safe, warm, welcoming and friendly environment.

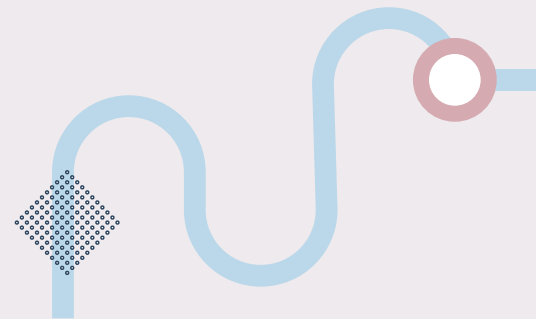
\_\_\_\_\_ requires all employees to display a primary duty of care to the organisation in respect of work ethics and to protect confidential information.

All employees are expected to:

1. Provide access to general information relating to \_\_\_\_\_'s activities in a way that is open and enhances its accountability to the general public.
2. Respect the confidentiality of sensitive information held by \_\_\_\_\_ such as personal information or information received in confidence by \_\_\_\_\_.
3. Comply with relevant statutory provisions such as the Data Protection Legislation and Freedom of Information Acts.
4. Be compliant with Employment Equality legislation and Equal Status legislation in carrying out their responsibilities.
5. Be committed to fairness in all their day-to-day work.
6. Treat all clients and employees equally, in a respectful and honest manner.
7. Represent themselves in a truthful manner, such as in terms of qualifications, past experience or references.



# General Staffing Policy



8. Refrain from making any negative public statements that reflect poorly upon \_\_\_\_\_.
9. Be familiar with and abide by organisation policies and Procedures and all applicable government regulations.
10. Refrain from accepting any direct or indirect payment (such as benefit in kind) as an inducement to provide services to clients.
11. Refrain from accepting gratuities where it is felt that the acceptance of such would put them in a position to oblige the donor in any way.
12. Avoid the use of the organisation's resources or time for personal gain.
13. Conform to the highest standards of work ethics.

Managers are expected to lead by example and create a culture that facilitates adherence to this Code of Conduct. They are the first point of contact for questions about the principles and are expected to take responsibility for ensuring that their employees are aware of, understand, and abide by this Code of Conduct.

Every employee is responsible for alerting of actual or potential violations of the organisation's Code of Conduct. \_\_\_\_\_ treats all alerts and reports of actual or potential violations with appropriate confidentiality.

Non-compliance with this Code of Conduct is taken seriously, and any claims or wrongdoing will be investigated and remedied. Failure to comply with this Code of Conduct may lead to disciplinary action in accordance with internal disciplinary procedures, up to and including termination of employment.

