

# Employee Handbook

2024

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Controlled Document

MJ Conroy Construction is a Registered Business Name of Michael J. Conroy & Sons Limited

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## Section 1 Introduction

### 1.1 Working with Michael J Conroy & Sons Ltd.

Dear Colleague,

Welcome and thank you for joining the Michael J Conroy & Sons Ltd. team. I am pleased to introduce you to the Company Policies and Procedures Handbook. This Handbook is the property of Michael J Conroy & Sons Ltd and is provided to you for information and reference while you are an employee of the Company. If you wish to get further information on any of our policies and procedures this handbook is available from your Supervisor or Manager.

This Handbook is intended to provide you with a reference point throughout your career. This version will be updated frequently to reflect our changing policies designed to assist and support you. On receipt of the Handbook, please ensure that you sign the acknowledgement at the end and return to your Manager or Supervisor.

If you have any queries refer to the contents page and read the relevant section in the Handbook. If you require any additional information, please contact me to discuss further.

I wish you every success in your career with Michael J Conroy & Sons Ltd.



**David Conroy**  
**Director**

## 1.2 Quality Policy

It is Company policy that work for its customers is carried out to their specification, completed on time and within budget. To meet this objective, we have established a documented quality management system that meets the needs of interested parties and complies with the requirements of ISO 9001:2015.

This system is binding on all our employees.

The Management emphasises that the quality of our work and the satisfaction of our customers' needs is the responsibility of all employees.

It is the responsibility of all managers and supervisors to ensure that everybody under their control understands the system and that it is implemented and maintained in their areas.

The Company is committed to a policy of regular review for maintaining continuing suitability and to uncover areas for improvement with a view to better satisfaction of our customers' needs. Also, we shall look to continually improve the effectiveness of the Quality Management System and to review quality objectives.

## 1.3 Occupational Health and Safety Policy & Commitment

It is management policy of MJ Conroy Construction in so far as is reasonably practicable, to seek and provide safe and healthy working conditions for the company's employees, providing information, training and supervision and to enlist the active support of all employees in achieving such conditions. To meet this objective, we have established a documented occupational health and safety management system that meets the needs of interested parties and complies with the requirements of ISO 45001:2018 and Safe-T-Cert.

It is the policy of management at MJ Conroy Construction:

- To promote standards of health, safety and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Application) Regulations 2007, the Safety, Health and Welfare at Work (Construction) Regulations 2013 as well as all other statutory provisions and Codes of Practice applicable to our organisation.
- To provide and maintain, as far as reasonably practicable, a safe and healthy working environment for employees of this company and others who may be affected by company operations.
- To ensure that all employees realise that they have a responsibility to co-operate with Management, in order to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- To consult with all staff and employees on matters of health and safety.
- To co-operate with, and seek the co-operation of, clients, main contractors, sub-contractors and enforcing authorities, to ensure work is carried out in a safe manner.
- To review the contents of the company Safety Statement as changes occur in this operation and periodically, to ensure this document is relevant.
- To bring relevant contents to employees' attention annually by issuing them with a summary safety statement document.
- To ensure that the company Safety Statement is in a form, manner and, as appropriate, language that is reasonably likely to be understood by employees.
- To provide sufficient resources for the implementation of this policy and to seek competent advice if required.
- To work in accordance with any Joint Safety Agreements, approved by the Health and Safety Authority, in relation to the construction industry.

- To provide health surveillance where a need is identified by a risk assessment or where prescribed by law.
- To source materials compliant with the appropriate safety standards.
- To maintain a policy of ongoing identification and adherence to new health and safety legislation and best practice.
- To strive to continually seek improvements in the health and safety performance of the company and to provide a framework for setting OH&S objectives.
- To hold formal senior management review meetings at least annually to review the health and safety performance of the company and to identify areas where improvements can be made in optimising health and safety performance.
- To commit to eliminate hazards and reduce occupational health and safety risks.
- To commit to continually improve our occupational health and safety management system.

## Section 2 Conditions of Employment

### 2.1 Contract of Employment

Your contract, together with the terms and conditions detailed in this Handbook and the summary safety statement form your terms and conditions of employment with Michael J Conroy & Sons Ltd. On accepting an offer of employment, you will receive a contract setting out the conditions under which you will be employed. Your contract is a confidential document between you and Michael J Conroy & Sons Ltd. You will be required to sign and return the original contract to your Supervisor or Manager as acknowledgment and acceptance of the terms and conditions before taking up employment. You should keep a copy for your own reference. A copy of the Summary Health and Safety statement is enclosed with the contract for all new employees.

### 2.2 Employee Status Definitions

#### ***Direct Employee***

Direct employees are employed full-time or part-time on a regular basis on Michael J Conroy & Sons Ltd payroll.

#### ***Consultant/ Contract Labour***

Consultant and contract labour refers to those individuals working at Michael J Conroy & Sons Ltd as an independent contractor or through an independent organisation. These persons are not employees of the Company. Such contractors have complete responsibility for their own tax affairs. They may also undertake any work they wish outside of their contractual responsibilities to Michael J Conroy & Sons Ltd.

#### ***Student Placement***

Students participating in college work on a placement program relating to the completion of course requirements and have a pre-determined work schedule for a period of employment.

### 2.3 Standard Work Schedule

Your Supervisor will assign your standard work schedule. You are expected to comply with your work schedule at all times and to carry out your duties in a competent manner. Failure to do so may result in disciplinary action.

Should your duties require you to be away from your normal place of work e.g. site visits, meetings, etc. prior notice of the details is to be given to your Supervisor or Manager. This also applies to short annual leave periods of up to 2 days. Hours of work are stated in your contract.

The Company reserves the right to change your work times in line with changing business needs. It is a condition of your employment that you are flexible and responsive to such requests, based on reasonable notice. This would normally be a minimum of 4 week's notice. Michael J Conroy & Sons Ltd provides rest breaks as per legislative requirements.

## 2.4 Annual Leave

Your contract will specify your Annual Leave entitlement, in accordance with the Organisation of Working Time Act, 1997. The holiday year runs from January 1<sup>st</sup> to December 31<sup>st</sup> each year. Holidays must be taken within the calendar year and employees are not allowed to carry days forward except in exceptional circumstances. All holidays must be taken in accordance with Company policy and must be agreed in advance with your immediate Supervisor or Manager. A maximum of 10 working days may be taken at any time. Except in exceptional circumstances, 4 week's notice is the minimum notice required by the Company for annual leave days.

The Company reserves the right to nominate operational shut down periods during which time you will be required to take Annual Leave, this normally occurs at Christmas.

If an employee is sick during Annual Leave and produces a medical certificate, the period of illness will be recorded as Sick Leave and not as Annual Leave.

Annual Leave entitlement for part-time employees is detailed in Section 2.6. Employees joining the Company after the beginning of the leave year are granted Annual Leave pro-rata in the first year of employment. Employees who are leaving or retiring from the Company will have any outstanding leave entitlement calculated on a pro-rata basis. Management reserves the right to reclaim salary paid for leave taken in excess of this entitlement. Employees will be compensated financially for untaken leave at termination date.

You can access the Annual Leave request system by clicking on the **Staff Portal** button on the company website <https://www.mjconroy.com> - here you can register your details and submit annual leave requests.

## 2.5 Public Holidays

A public holiday falling within a period of Annual Leave will not count as part of that leave. There are 10 Statutory Public Holidays in the year as follows:

- 1<sup>st</sup> January, New Year's Day
- St Bridget's Day (First Monday in February or Feb 1<sup>st</sup> if falls on Friday)
- St. Patrick's Day in March
- Easter Monday
- First Monday in May
- First Monday in June
- First Monday in August
- Last Monday in October
- Christmas Day
- St. Stephen's Day

## 2.6 Part-time Employees

The Protection of Employees (Part-Time Work) Act, 2001 covers all part-time employees where a part-time employee is an employee whose normal working hours are less than those of a comparable full-time employee. The Act provides that a part-time employee shall not in general be treated in a less favourable manner in respect of his/her conditions of employment than a full-time employee.

If your hours of work differ from a full-time contract, your Annual Leave and Public Holiday entitlement will be dependent on hours and days worked. Under the Organisation of Working Time Act, 1997 the following is the entitlement for part-time workers:

- Minimum Annual Leave entitlement of 8% of hours worked in a leave year subject to a maximum of 4 working weeks.
- If a public holiday falls on a day you would be expected to work then it is treated the same as any other employee i.e. a day off is granted
- If the public holiday falls on a day you would not normally work you are entitled to 1/5<sup>th</sup> of your normal working weeks hours in time off.

## 2.7 Agency Workers

Protection of Employees (Temporary Agency Work) Act 2012 provides that all temporary agency workers must have equal treatment with regular workers from their first day at work in respect of:

- Duration of working time, rest periods, night work, annual leave, public holidays
- Pay
- Work done by pregnant women and nursing mothers, children and young people
- Action taken to combat discrimination on the grounds of sex, race or ethnic origin, religion or beliefs, disabilities, age or sexual orientation.

Temporary agency workers must also have equal access to facilities such as childcare, car parking and canteen and must be informed of permanent employment opportunities.

### **Exclusions**

The Act does not cover employees of contractor companies and limited liability companies where the worker is the beneficial owner. The Act excludes those employed under a managed service contract, which is a contract for services where the contractor is responsible for managing and delivering the service.

The Act does not apply to work done on the Work Placement Scheme, Community Employment or any Department of Social Protection training or re-training scheme.

## 2.8 Termination of Employment/ Lay-off

Management will comply with conditions stated in the contract of employment when giving notice to an employee. This does not apply if notice is given during the probationary period where 1 week's notice will be given up to completion of probation. In the case of gross misconduct where dismissal results after due investigation, the Company may dismiss without any notice period i.e. summary dismissal.

An employee must comply with the terms of their contract of employment when giving notice of intention to leave the Company. The length of notice by either party can be changed by agreement. At the discretion of the Company, payments may be made in lieu of notice. Notice should be provided in writing to your Supervisor or Manager and include your finish date.



Subject to business needs, the Company reserves the right to reduce working hours and/or lay off, albeit on a temporary basis, without pay. In the event of fire, accident or other emergency outside the Company's control resulting in the temporary closure of the Company, Management shall give as much notice as practical of lay-off for the period of interruption. If the lay-off period extends beyond 4 consecutive weeks, Management shall consult with the affected employees.

As an employee of Michael J Conroy & Sons Ltd., you are legally bound that on termination of your employment by self or the Company, for 24 months from the date of termination, you shall not:

- Support, sell or assist in the sale of any product for which you have received training and/or certification while employed by the Company
- Support, sell or assist in the sale of any product sold by the Company during your term of employment, without the express, written permission of the Company.
- Approach on behalf of any other party any of the customers of the Company

## **2.9 Probation**

Confirmation of all appointments will be subject to satisfactory completion of a period of probation. The duration of your probationary period shall be specified in your contract of employment. The probationary period is generally no longer than 6 months. During probation, either party may give 1 week's notice in order to terminate employment.

During probationary period, the Supervisor or Manager will ensure that each employee is fully assisted in understanding and becoming familiar with the demands of the post and that there is full discussion about any difficulties. During probation, an employee's suitability will be assessed for the position and he or she will be advised on progress to date. Management will notify the employee in writing of his or her satisfactory completion of the period of probation.

In exceptional circumstances and in the interest of the employee, the duration of probation may be extended. When extending probation, the original probationary period and the extension will not extend beyond 11 months in total. The employee will be informed about the reasons for the extension.

If you take protected leave during the probationary period (e.g., maternity, adoptive, carer's, paternity, parental, parent's or sick leave) then the probationary period will be extended for the duration of the leave period.

For employees on fixed-term contracts, the length of a probationary period will be proportionate to the expected duration of the fixed-term contract and the nature of the work.

If you are promoted internally, you will be required to complete a six-month probation period. Should you be unable to complete this successfully the Company may revert you back to your position prior to the promotion. Should your position be unavailable, the Company will endeavour to provide you with a suitable position that is no less favourable in terms and conditions.

## 2.10 Sickness

An absence includes any unscheduled time away from work. An employee, who is unable to report for work due to illness, should contact their Supervisor, Manager or Head Office by phone, email as soon as possible but no later than one hour of starting time and give reasons for absence and a probable date of return to work. In the rare event that an employee is unable to contact the Company personally, they may get someone to contact on their behalf. If an employee is absent for more than one week it is the employee's responsibility to make contact with their Supervisor each week during the absence.

A Medical Practitioner must certify any periods of sickness as per the Statutory Sick Pay (SSP) policy below. The certificate should state that the employee is unfit for work and how long the employee will be unfit for duty or probable date of return. Subsequent weekly certificates must be submitted if the absence continues beyond the period covered by the initial certificate. Eligibility for Statutory Sick Pay (SSP) is outlined below.

During an employee's absence, the Company reserves the right to request an independent medical examination and report on the fitness of the employee. The Doctor will forward the assessment report to the Company. On returning to work an employee must report to their Supervisor. Employees may also be requested to get a certificate from their doctor confirming their fitness to return to work.

Failure to contact your Supervisor as outlined above may lead to disciplinary action. An employee with continued or intermittent absences or an employee proven to be abusing this leave may be subject to Disciplinary Action.

### ***Statutory Sick Pay (SSP) Policy***

Under the Sick Leave Act 2022, eligible employees are entitled to Statutory Sick Pay (SSP) in respect of a day which they would ordinarily work but are incapable of doing so due to illness or injury, of up to 5 statutory sick leave days a year.

Entitlement of SSP will increase from 1st January in the coming years as follows:

- 2024 - 5 day's sick leave
- 2025 - 7 day's sick leave
- 2026 - 10 day's sick leave

The leave can be taken on consecutive days or non-consecutive days and eligibility is based on the calendar year from the 1st January - 31st December each year.

To be eligible for SSP, employees must have at least 13 weeks of service and provide a valid medical certificate from a registered GP within 14 days of the absence. Medical certificates should be given, e mailed or posted to the Payroll Department.

In order to qualify for SSP, an employee must be certified by a GP as unable to work from day 1 of sick leave. There are no "waiting days" and eligible employees are entitled to SSP from the first day they are absent due to illness or injury.

Eligible employees will be entitled to pay at 70% of regular earnings up to a maximum of €110 per day. Payment for SSP will be recorded as such on the employee's payslip. Once the entitlement for SSP ends, you may qualify for state illness benefit or from the CWPS please check with the Payroll Department.

Where an employee is on probation/training/apprenticeship and takes SSP leave, then the probation, training or apprenticeship is suspended during the period of statutory sick leave. Further details of SSP are available from the Payroll Department.

### **2.11 Job Abandonment**

An employee who fails to report for work or fails to contact work to explain their absence for three or more consecutive scheduled workdays is considered to have abandoned their employment. This may lead to termination of employment contract with Michael J Conroy & Sons Ltd. Exceptions may be made for emergencies.

## **Section 3 Employee Leave**

### **3.1 Maternity Leave**

All employees covered by the Maternity Protection Act 1994 and the Maternity Protection (Amendment) Act 2004 are entitled to a minimum period of 26 weeks leave with pay and 16 weeks unpaid Additional Maternity Leave, subject to certain conditions. Since July 2023, all the maternity leave rights outlined also apply to transgender men who are pregnant or have given birth. A gender recognition certificate must be provided in accordance with the Gender Recognition Act 2015.

To qualify for Maternity rights, you must produce a medical certificate confirming pregnancy and expected date of confinement. Maternity Leave must commence at least 2 weeks before the end of the expected week of confinement and end no sooner than 4 weeks after the last day of confinement. You must notify the Company, in writing, of your intention to take Maternity Leave no later than 4 weeks before your leave begins. See Maternity Leave form Section 10 at end of Handbook.

The Company must be notified in writing of intention to take unpaid Additional Maternity Leave no later than 4 weeks before the original date of return to work. See notification of Additional Maternity Leave form at end of Handbook.

#### ***Illness during Pregnancy or Additional Maternity Leave***

If you become ill during pregnancy you are entitled to Sick Leave as per the Company's Sick Leave policy. In the event of illness and subject to the agreement of the Company, a mother has the right to terminate her Additional Maternity Leave and move to Sick Leave. If an employee does transfer, she will forfeit her right to any Additional Maternity Leave not taken. Request and acceptance of transfer to Sick Leave must be in writing and the rules of the Sick Leave Policy apply.

#### ***Ante/Postnatal Medical Care***

Pregnant employees are entitled to reasonable time off with pay for ante/post natal medical care and time off for travelling to and from the appointment. However, your Manager reserves the right to request to see your appointment card. You must give the Company at least two weeks' notice before the class or appointment. The Company requests that where possible, the appointments are at the beginning or at the end of the working day. If the appointment finishes during the working day, you should return to work.

***Antenatal Classes***

Pregnant employees are entitled to time off with pay for antenatal care. However, your Manager or Supervisor reserves the right to request to see your appointment card. You must give the Company at least two weeks' notice before the class.

***Fathers Rights***

An expectant father is entitled to paid time off to attend the last two antenatal classes before the birth. If the mother of an employee's child dies during or after childbirth, the father is entitled to the remainder of the Maternity Leave and Additional Maternity Leave. Fathers can also take Paternity/Parents/Parental Leave.

***Health and Safety Leave***

The Company will carry out risk assessments when you are pregnant, have recently given birth or are breastfeeding. This may result in the removal of any risks or relocating you away from them. If these options are not possible, the Company may give you Health and Safety leave from work. If you are pregnant, Health and Safety leave may continue until you go on Maternity Leave. During Health and Safety leave, you will receive payment from the Company for the first 3 weeks. Thereafter, you may be entitled to Health and Safety Benefit, depending on your PRSI contributions.

***Return to work***

You have a statutory right to return to work after the birth of your child if you have notified the Company in writing of your return date at least 4 weeks before. Notice of return is mandatory and if you do not notify the Company on time we may presume that you are not returning. See Confirmation of return from Maternity Leave Form Section 10 at end of handbook. An employee is entitled to return to the same job and under the same contract of employment, terms and conditions. If not reasonably practicable, the Company will provide suitable alternative employment that is no less favourable in terms and conditions.

If you decide not to return to work while on Maternity Leave, you should notify your Manager or Supervisor in writing as soon as possible after you have made this decision. You are required to give the Company written notice as per your contract of employment in order to terminate your employment with the Company.

***Maternity Benefit***

Qualifying employees are entitled to Social Welfare Benefit while on Maternity Leave for a maximum of 26 weeks if they have sufficient PRSI contributions. There is no entitlement to Social Welfare Benefit during the 16 weeks Additional Maternity Leave.

***Holidays and Public Holidays***

Employees retain their Annual Leave entitlement while on Maternity and Additional Maternity Leave assuming all notification procedures have been followed. Employees on Maternity and Additional Maternity Leave are entitled to be credited for any public holiday that occurs during leave.

***Breastfeeding***

Breastfeeding mothers who have given birth within the previous 104 weeks (2 years) have an entitlement, without loss of pay, to a break of one hour (where suitable facilities are provided within the workplace) or a reduction of working hours by 1 hour each working day to breastfeed or express milk. The hour break may be split into shorter periods of time totalling one hour and must be agreed with the Company. Part-time workers are entitled to

breastfeeding breaks, calculated on a pro-rata basis. If you are breastfeeding and wish to avail of the above, please discuss with your Supervisor or Manager. This also applies to women who have transitioned into males, and subsequently given birth to a child, provided they hold a gender recognition certificate under the Gender Recognition Act 2015.

### ***Postponement of Maternity Leave***

Subject to Company agreement, a mother has the option of splitting, or postponing, the period of Maternity and Additional Maternity Leave in the event of the hospitalisation of the child. Maternity Leave may only be postponed if the employee has taken at least 14 weeks Maternity Leave, four of which have to be taken after the end of the week of confinement. The maximum period of postponement is six months.

## **3.2 Parental Leave**

The Parental Leave Policy provides unpaid Parental Leave for the purpose of taking care of a child. This policy complies with the provisions of the Parental Leave Acts 1998 – 2019. Please note that Parental Leave is different to Parent's Leave see section 3.4. Since September 2020, both parents can take up to 26 weeks Parental Leave. Each natural or adoptive parent and those in loco parentis is entitled to 26 weeks Parental Leave per child, which may be split over a number of years. Employees with more than one qualifying child may not take more than 26 weeks Parental Leave in any 12 month period unless in exceptional circumstances and with the agreement of the Company. In the case of multiple births, 26 weeks Parental Leave in any 12 month period is allowed. Parental Leave may be taken as a continuous block of 26 weeks or subject to agreement in separate blocks or by reduced working hours.

### ***Qualification for Parental Leave***

Entitlement to Parental Leave will apply under the following conditions:

- Employees must have one years' continuous service
- An employee, who has more than 3 months service with a child approaching the age threshold, is entitled to 1 week's Parental Leave for every month of continuous service at the start date of leave e.g. pro-rata Parental Leave
- Both parents are entitled to 26 weeks Parental Leave but neither parent can transfer their entitlement except by agreement where both parents work for the Company
- Entitlement to Parental Leave will expire on the day the child reaches the age of 12 years or 16 years for a child that is disabled or has a long-term illness.
- An extension of Parental Leave may be allowed if illness or other incapacity prevented an employee from taking the leave before the child reaches the age limit.
- The balance of untaken leave is forfeited
- For an adopted child between 10-12 years of age, Parental Leave may be taken up to 2 years after the date of the adoption order.
- Qualification for leave is dependent on amount of Parental Leave taken with previous employers. Records should be carried between employments.

### ***Application***

Employees must give at least 6 weeks' notice in writing before the leave is due to start. The Parental Leave form must be signed and given to your Manager or Supervisor. See Application for Parental Leave Form Section 10 at end of Handbook. The employee must attach a copy of the birth certificate, adoption order or evidence of parentage to support the application. The Manager or Supervisor will approve the Parental Leave form as appropriate at least 4 weeks prior to the proposed start of Parental Leave. The employee can take the

leave in either one continuous period or in blocks of at least 6 weeks (unless otherwise mutually agreed).

### ***Postponement***

A Parental Leave Postponement Form (see Section 10 end of Handbook) may be completed if the employee wishes to revoke their Parental Leave prior to signing the confirmation document. In extenuating circumstances, the Manager may also postpone the leave and communicate to the employee at least 4 weeks prior to the start date. A new date must be agreed with the employee and the leave must be granted no later than 6 months after the intended date. Reasons for postponement include substantial impact on the business e.g. seasonal work, unavailability of cover, nature of the job, etc. All completed original forms including postponements must be signed and returned to the Company for filing, as this is a legal requirement. Employees may retain copies of completed forms.

### ***Abuse of Leave***

An employee's Parental Leave must be used for the intended purposes of taking care of children. Employees may not work in alternative employment while on Parental Leave. If the Company has grounds for believing that Parental Leave is being abused, then 7 days notice will be given to the employee to return to work and the employee may be subject to Disciplinary Action.

### ***Protection of Employment Rights***

During Parental Leave, all employment rights are protected with the exception of pay and benefits. Periods of probation or training may be suspended while employee is on Parental Leave and completed on return. Parental Leave does not break reckonable service.

Annual Leave and Public Holiday entitlements are maintained. The employee is entitled to return to work to the same job and under the same terms and conditions. If not reasonably practicable, the Company will provide suitable alternative employment that is no less favourable in terms and conditions.

Employees who take Parental Leave will have their weekly salary reduced accordingly. Existing PRSI rights will be protected by the award of credited contributions during the period of Parental Leave. Employees leaving the Company will be issued with a statement of Parental Leave taken for the next employer.

## **3.3 Paternity Leave**

The purpose of Paternity Leave is to offer time off for new parents to assist in the provision of care to the child/mother. An employee must be deemed to be a "Relevant Parent" in order to avail of the leave. Eligible employees include the father of the new-born or adopted child and the spouse, civil partner or cohabitant of the mother or adopting parent. It includes same-sex couples and all eligible employees, no matter how long they have been working, are entitled to take paternity leave for a period of 2 weeks.

Paternity Leave is typically taken as 1 continuous period of 2 weeks at any time during the 6 months after the birth or placement in the case of adoption. In the case of multiple births or multiple adoptions, employees will only be entitled to 1 period of Paternity Leave. Employees may qualify for State Paternity Benefit for the 2-week leave period if they have sufficient PRSI contributions. All employees applying for Paternity Benefit must have their paternity leave certified by their employer. A form **PB 2: Employer Certificate** is available for this purpose from the Department of Social Protection.

Written notification of the employee's intention to take Paternity Leave must be received by your supervisor at least 4 weeks before the commencement of the leave period. You must provide a certificate from your partner's doctor stating when your baby is due, or stating the baby's actual date of birth if you apply for leave after the birth. If you are adopting, you must provide a certificate of placement showing the date when the child was placed with you. Special provisions may apply to allow you to postpone/change the date of your Paternity Leave where the child is hospitalised or you become ill. See Forms Section 10 at the end of this handbook.

### 3.4 Parents Leave

The purpose of Parents Leave is to offer time off for new parents or adoptive parents within the first **2 years** of the child's life/placement. From August 2024, all eligible employees, no matter how long they have been working, are entitled to take Parents Leave for a period of **9 weeks**. Parents Leave can be taken in blocks of 1 week or as a continuous block of 9 weeks during the 24 months commencing on the date of birth or placement in the case of adoption. In the case of multiple births or multiple adoptions, employees will only be entitled to 1 period of Parents Leave. Parents Leave is paid for by the state and employees may qualify for State Parents Leave Benefit for the 9 weeks leave period if they have sufficient PRSI contributions. This leave does not affect any other entitlement to statutory leave which may apply e.g. Maternity/Adoptive/Parental or Paternity Leave.

Written notification of the employee's intention to take Parents Leave must be received by your Supervisor/Manager at least 6 weeks before the commencement of the leave period. In order to avail of Parents Leave an employee must meet the definition of a "relevant parent". An employee should provide a birth or adoption cert with the application. See Forms Section 10 at the end of this handbook.

### 3.5 Force Majeure Leave

Under the Parental Leave Act 1998, employees are entitled to paid leave for family emergencies such as illness or accident of a family member where the presence of the employee is urgent and indispensably required. A family member is defined as child, spouse, partner, brother, sister, parent or grandparent, and a person to whom the employee is in loco parentis.

Entitlement is a maximum of 3 days paid leave in 12 months or 5 days in 36 consecutive months. An employee who is on Force Majeure Leave for part of a working day shall be deemed to have taken 1 full day Force Majeure Leave.

On return to work, an employee can apply for Force Majeure Leave by completing the Force Majeure Leave Form at the end of this Handbook. If possible, employees are requested to contact the Company before 9.30am on the day of leave to inform them of their absence and to facilitate cover. A decision to grant Force Majeure Leave rests with management and Force Majeure leave is not authorised until your manager approves the form. Original completed forms must be presented for processing on return to work. Routine and predictable illnesses e.g. cold or flu will not be covered by this leave. Medical certificates may be requested if required. See Forms Section 10 at the end of this handbook.

### 3.6 Medical Care Leave

A statutory entitlement of Medical Care Leave without pay was introduced under The Work Life Balance and Miscellaneous Provisions Act 2023. It allows for 5 days unpaid leave in order to allow parents or carers to take time off work to deal with serious medical care for a



child or other relevant person like a family member. The statutory entitlement of 5 days unpaid leave for medical care can be taken as single or multiple days in any 12 consecutive months. Medical Care Leave cannot be taken in periods of less than one day. For example a half day's leave is counted as one day. The person must need significant care or support for a serious medical reason. There is no minimum service requirement in order to avail of Medical Care Leave. This leave is separate to Force Majeure Leave which is paid leave for urgent family reasons detailed in section 3.5.

You can apply for the leave to care or support your:

- Child (including an adopted child)
- Spouse or civil partner
- Cohabitant
- Parent or grandparent
- Brother or sister
- A person other than the one specified above who resides with the employee

There is no prior notice requirement but we would appreciate where possible that you give notice of Medical Care Leave except in emergency circumstances where it is not possible.

To apply for Medical Care Leave please complete the form in Section 10 at the end of this handbook as soon as reasonably practical. Your form should contain a statement of fact explaining why you are entitled to the leave. Relevant evidence stating that the person named is, or was, in need of significant care or support for a serious medical reason should be provided with the form. Relevant evidence is either a signed medical certificate or other evidence that we may reasonably require.

During medical Care leave your employment rights are protected. Your probation, training or apprenticeship will be suspended for the period you are on leave for medical care. The days can be added onto the end of your probation, training or apprenticeship period.

### **3.7 Carers Leave**

The Carer's Leave Act 2001 entitles you to avail of temporary unpaid leave to provide full-time care and attention to a person in need of such care. You can take unpaid Carer's Leave for a minimum of 13 weeks and up to a maximum of 104 weeks in respect of any one care recipient. Carer's Leave is available to employees who have at least 12 months unbroken service.

The person you will be caring for must need full-time care and attention. A deciding officer of the DSP will decide whether they need this care after checking with their GP. The person you care for does not have to be a family member or spouse, but can be a friend or colleague.

The person must need someone with them at all times to either:

- Keep them safe and help them throughout the day with their normal personal needs, such as eating, drinking, washing and dressing
- Protect them from being a danger to themselves

You may work while you are on carer's leave for up to 18.5 hours a week provided your income from employment or self-employment is less than a weekly income limit set by the Department of Social Protection (DSP). Alternatively, you may attend an educational/training course or participate in community/voluntary work for up to 18.5 hours



per week. Employees should contact the Carer's Benefit Section of the DSP for details of the income limit.

### ***Second Period of Leave***

While on Carer's Leave an employee may apply for a second period of leave if it is to look after a second care recipient. If approved, the second period shall begin on the date the Deciding Officer's final decision is made and must finish 104 weeks after it began. The total amount of leave cannot exceed 208 weeks. In the case of an approved second period of leave, an employee must inform the Company 6 weeks prior to the commencement.

### ***Application***

You can apply to take carer's leave in one continuous period of up to 104 weeks or for a number of shorter periods that add up to a maximum of 104 weeks. If you do not take carer's leave in one continuous period, there must be a gap of at least 6 weeks between each period of carer's leave. The minimum period of carer's leave you can take is 13 weeks unless agreed otherwise.

An employee must apply to the Minister for Social, Community and Family Affairs for a decision by a Deciding Officer. Employees must give the Company a minimum of 6 week's notice in writing before commencement of leave. (See Application for Carer's Leave Section 10 at the end of the Handbook). The form must specify the proposed start date and duration of the leave period and confirmation of the application to the Department should be attached. The form must be signed by the employee and given to the Manager. If the Department of Social and Family Affairs grant the leave, you must provide the Company with a copy of the decision of the deciding officer before leave commences. The employee may retain copies, but original forms must be returned to the Manager or Supervisor. In exceptional emergency circumstances when it is not possible to comply with this notice requirement, the employee must give as much notice as is reasonably practicable. An employee cannot commence Carer's Leave until they provide the Company with a copy of the decision from the Department. When you have submitted all the relevant documentation, your supervisor completes the Confirmation of Carers Leave section on the form, which confirms the details of the Carer's Leave.

### ***Changes or Postponement of Leave***

Your signed Carer's Leave agreement is flexible which means that if you have already started your leave, you can on agreement postpone all or some of it until later, cut it short or change the arrangements. If you change or postpone your Carers Leave you can add the changes to the Carer's Leave Form and sign it again. See Forms Section 10. The Company will provide you with a copy of the amended Form and retain a copy.

### ***Termination of Leave***

Carer's leave will terminate in the following circumstances:

- The period of Carer's Leave elapses
- By agreement between the Company and the employee
- The recipient ceases to satisfy conditions for the purposes of the Act
- The employee ceases to satisfy the conditions for the provision of full-time care and attention for the purposes of the Act
- Assumption by another person or institution of full-time care of the recipient
- Following a decision of a Deciding Officer that leave should end
- On Death of care recipient -following which the carer may take a further six weeks leave

- The employee is not providing full-time care or has been employed or self-employed for more than 18.5 hours per week while in receipt of Carer's Benefit

Leave will terminate on the date on which the Company notifies the employee to return to work following a decision from a Deciding officer or an Appeals officer. Following this, the Company must notify the employee in writing of return date. Any outstanding leave specified in the confirmation document shall be forfeited. The Company must also give notice in writing to the Minister of the date that leave has been terminated. Any employee proven to be abusing this leave may be subject to Disciplinary Action. An employee should give notice in writing of intention to return to work no less than **four weeks** before return date.

### ***Employment Rights***

An employee will be regarded as still being in employment and none of their rights will be affected, with the exception of remuneration, Annual Leave (after 13 weeks), public holidays (after 13 weeks), superannuation benefits or any obligation to pay contributions. Such absence will be reckonable for redundancy purposes. The award of credited contributions will protect existing PRSI rights. At the end of leave, the employee will be entitled to return to the same job if possible. The Company may suspend a period of probation or training while the employee is on Carer's Leave.

### **3.8 Adoptive Leave**

The Adoptive Leave Policy provides time off to adopting mothers, sole male adopters and sole male adopting fathers if the adopting mother has died. Adopting mothers and sole male adopters are entitled to 24 consecutive weeks unpaid Adoptive Leave from date of placement and an additional 16 weeks unpaid Adoptive Leave. An adopting mother or sole male adopter must notify the Manager or Supervisor in writing, of his/her intention to take Adoptive Leave and expected date of placement no later than 4 weeks before the expected date of placement. See Adoptive and Additional Adoptive Leave Form Section 10 at end of Handbook.

In the case of an Irish adoption, the employee must, no later than 4 weeks after the date of placement, produce a certificate of placement to the Manager or Supervisor. In the case of a foreign adoption, a declaration of eligibility must be produced as soon as is reasonably practicable. An employee will maintain all of his or her rights with the exception of remuneration while on leave including the entitlement to public and annual holidays.

Before adopting a child, an employee may have to attend preparation classes and pre-adoption meetings and is entitled to paid time off work for this.

Since 2021, all adopting couples can choose which parent takes adoption leave, including same-sex couples. In addition, Paternity leave and benefit are available to the parent who is not taking adoptive leave.

### ***Additional Adoptive Leave***

If an adopting mother or sole male adopter wishes to take additional unpaid Adoptive Leave of 16 weeks, he/she must inform the Manager or Supervisor no later than 4 weeks before he/she is expected to return to work at the end of Adoptive Leave. In foreign adoption cases, the adopting parent may take some of the additional leave before placement of the child. If the employee wishes to do so, he/she must notify the Manager or Supervisor in writing 4 weeks before the additional leave is due to begin.

If you become sick while you are on adoptive leave, you can end your additional adoptive leave and go on sick leave. Depending on PRSI contributions you may be entitled to Illness Benefit.

### ***Sole Adopting Fathers Entitlement***

In the unfortunate event of an adopting mother's death, the adopting father will be entitled to leave. This leave will be 24 weeks, if the mother dies before the day of placement. If the mother dies on or after the day of placement, the leave will be 24 weeks less the period that the mother was alive after the date of placement. An employee should notify the Company as soon as is reasonably practicable but leave starts immediately if the mother dies after the day of placement.

In the case of an Irish adoption, the certificate of placement must be given to the employer not later than 4 weeks after the date of placement or 4 weeks after the leave has commenced. In foreign adoption cases, the employer will be supplied with the declaration of suitability and eligibility not later than 4 weeks after the leave begins.

An adopting father may request Additional Adoptive Leave of 16 weeks as appropriate. If the mother dies on or after the 24<sup>th</sup> week, the additional leave will be 16 weeks less the period that the mother was alive after the 24<sup>th</sup> week. In foreign adoption cases, the adopting father may take some or all of the additional leave before the date of placement. Written notification must be supplied to the Manager before the leave begins.

### ***Returning to Work***

An adopting parent must provide the Company with written notification of his/her intention to return to work no later than 4 weeks before the intended date of return. If an adopting father's entitlement is less than 4 weeks, he must notify his employer of his intended return date at the same time as he gives his notification of taking leave. Adoptive Leave ends, an employee will be entitled to return to his/her usual job so far as it is reasonably practicable. However, if this is not possible, the employee will be offered suitable alternative work with no less favourable terms and conditions.

### ***Payment during Adoptive Leave***

An employee who is on Adoptive Leave will be entitled to payment from the Department of Social Community and Family Affairs for up to 24 weeks. No payment will be made for Additional 16 weeks Adoptive Leave.

## **3.9 Compassionate Leave**

Compassionate Leave with pay is granted for the death of an immediate family member where funeral arrangements fall into working time. Leave for bereavement of wife, husband, child, mother, father, brother or sister shall be 3 working days. For bereavement of mother-in-law, father-in-law, uncle, aunt, niece, nephew and grandparents, 1 working day shall be granted. Additional time off may be allocated at the discretion of the Company. As with all absences from work, you should notify your Manager/Supervisor before 9.30am.

## **3.10 Jury Service**

The Juries Act 1976 provides that an employee should be released from work for the purposes of Jury Service. If you are called for Jury Service, please inform your Supervisor or Manager and provide a copy of the summons. If you are not required to be present in court for the full period of the summons, you must report for work as normal on that day. In the event that you are required to serve longer than the original summons, the Company will

require evidence of the additional period. Payment for Jury Duty will be made, provided the Company has been notified of dates and times of absence.

### 3.11 Domestic Violence Leave

From November 2023, under the Work Life Balance and Miscellaneous Provisions Act 2023 employees will be entitled to Domestic Violence Leave. You are entitled to a maximum of 5 days paid leave in a 12-month period at your normal rate of pay. If you take part of the working day for domestic leave purposes, this will be considered as 1 full day of your 5 day entitlement.

Domestic Violence means violence, or threat of violence, including sexual violence and acts of coercive control committed against an employee or a relevant person by another person who is:

- the spouse or civil partner of the employee or relevant person
- the cohabitant of the employee or relevant person
- or was in an intimate relationship with the employee or relevant person or
- a child of the employee or relevant person who is of full age and is not, a dependent person

Relevant person in relation to a person who is:

- the spouse or civil partner of the employee
- the cohabitant of the employee
- a person with whom the employee is in an intimate relationship
- a child of the employee who has not attained full age or
- a person who, in relation to the employee, is a dependent person

Dependent person, means any child of the person, or in respect of whom the person is in loco parentis, who is not of full age, or, if the child has attained full age, is suffering from a mental or physical disability to such an extent that it is not reasonably possible for him or her to live independently of the employee or relevant person.

Domestic Leave is granted where the employee or relevant person has experienced or is currently experiencing domestic violence. The Leave is to assist the employee or relevant person in doing any of the following:

- Seeking medical attention
- Obtaining services from victim services organisation
- Availing of counselling
- Relocating temporarily or permanently
- Obtaining an order under the Domestic Violence Act
- Seeking legal advice/assistance
- Requesting assistance from An Garda Síochána
- Seeking or obtaining other relevant services

There are various forms of domestic violence and these can include emotional or psychological abuse, economic abuse, sexual abuse, physical abuse and/or coercive control.

If you wish to take domestic violence leave please notify us in of your intention to do so as soon as is reasonably possible. If you have already taken domestic violence leave please provide the dates you have availed of the leave in writing. **This is a simple process and there is no requirement to complete a form.**

You are not obliged to provide any supporting information when requesting domestic violence leave and therefore do not have to disclose any information in relation to the domestic abuse you are or have been experiencing. We simply need a written note of the dates you availed of the Domestic Leave to be signed by you.

All information will be treated confidentially on a need-to-know basis and in line with GDPR requirements. We would ask that all employees and supervisors familiarise themselves with this policy so they are aware of the potential signs to look out for if a work colleague is experiencing domestic violence.

These may include issues with work attendance, productivity and/or participation. Other signs may include becoming isolated from colleagues, not joining in social events, and where there is secrecy about home life and relationships. Other signs of escalating signs of abuse may be changes in general behaviours such as becoming quiet, withdrawn, anxious, frightened, aggressive, distracted, or depressed.

It is important that we do not assume the existence of domestic abuse rather be aware of the signs and take the approach of enabling disclosure.

At MJ Conroy we have designated people to respond to disclosures of domestic violence. These designated employees are our Health & Safety Advisor and our Company Director, David Conroy. However, all Supervisors/Managers/Directors can deal with any disclosures confidentially and forward them to the Designated Persons to be dealt with expeditiously.

If a colleague who has or is experiencing domestic violence discloses their situation to you, we would ask that you contact the designated person confidentially.

During any domestic violence leave, an employee retains all their employment rights. Any employee who proposes taking or who has taken domestic violence leave is protected against penalisation. Penalisation includes the dismissal, unfair treatment, including selection for redundancy and any unfavourable change to conditions of employment. Provisions of the Domestic Violence Act 2018 also apply.

## **Section 4    Health and Safety**

It is the policy of Michael J Conroy & Sons Ltd to comply with the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (Construction) Regulations 2006, the Safety, Health and Welfare at Work (General Application) Regulations 2013 and all other laws and regulations, to ensure, so far as is reasonably practicable, the safety, health and welfare of all employees whilst at work and to provide such information, training and supervision needed for this purpose.

It is Company policy to protect, so far as is reasonably practicable, contractors and members of the public who may be affected by our activities. All employees have a responsibility to co-operate with Supervisors and Managers to achieve a healthy and safe work place and to take reasonable care of themselves and others. Employees are required to comply with the Company policy and health and safety statement and duties under the 2005 Act. The Company strives to maintain an injury free work environment and is committed to the protection of employees and property from personal injury and accidental loss.

The allocation of duties for safety matters and particular arrangements to implement policy are set out in the Company safety statement. The policy and statement will be reviewed as required and evaluated on an annual basis and as the business changes in nature and size. The health and safety system operated by Michael J Conroy & Sons Ltd is an ongoing process of continuous improvement concentrating on developing a Company-wide safety culture in the workplace. The relevant safety, health and welfare regulations have been integrated into the ongoing Company practices. Employees of Michael J Conroy & Sons Ltd are required to be aware of and adhere to these requirements.

No horseplay is allowed in work areas. You should obey all rules, signs and safety instructions. When lifting, follow proper manual handling procedures. The possession of weapons and other dangerous devices while in the facility is prohibited. Employees are not allowed to use personal radios, headsets or walkmans at work. For safety reasons the use of mobile phones for personal reasons on work sites is strictly forbidden except for break times and emergencies. Report any unsafe condition, practice or piece of equipment to your Supervisor or Manager. Report all hazards, accidents, incidents and near misses immediately. An emergency evacuation plan is developed specific for each site, details of which are contained in the site safety plan. This document is prepared for each site at the start of the project. Failure to comply with the Health and Safety policy can result in Disciplinary Action up to and including dismissal. For further details please refer to the Company Health and Safety Statement.

#### **4.1 Health and Safety Statement**

All employees are issued with a copy of the Company Safety Statement by email. Employees are required to email back to confirm they have read and understand the terms of the health and safety statement. Employees are required to attend any planned training, toolbox talks, inductions and any other planned safety meetings organised by the Company. A copy of the Company health and safety policy shall be available at the locations where this Company carries out business. The Health and Safety statement outlines measures in place to ensure your health and safety. It is a statement of commitment by the Company to ensure the safety of employees, visitors, clients, contractors and members of the public. The Company shall enforce Health and Safety rules and requires employee's to comply with these rules as a condition of employment. We will investigate any work related incident thoroughly and correct the condition to prevent further accidents. Everyone in the Company is responsible for Safety.

#### **4.2 Personal Protective Equipment (PPE)**

Michael J Conroy & Sons Ltd has a duty to supply you with the appropriate personal protective equipment (PPE) if health and safety risks cannot be avoided or minimised sufficiently by technical means or reorganisation of work methods. The adherence to all safety regulations is a condition of employment. PPE is designed to protect you from risks to your health and safety. When working close to others, you should be aware that PPE only protects the individual wearing it. Where PPE is supplied, you are obliged to wear it and not damage it. Replace defective PPE immediately with PPE in good condition. The wearing of a safety helmet, hi vis vest or jacket and safety footwear is mandatory on all construction sites. The wearing of additional PPE must be worn when required by Management.

#### **4.3 First Aid**

It is Michael J Conroy & Sons Ltd. policy to provide appropriate first aid facilities. First aid is intended to deal with lifesaving activities, injury minimisation and treatment of minor injuries. Nominated employees shall be trained on First Aid and refresher courses shall be

provided as required. The name of the designated first aid person on site and at head office shall be communicated to new employees at site safety induction and at head office.

#### **4.4 Provision of an Eye and Eyesight test**

Every employee who regularly uses a visual display unit (VDU) for a significant part of their normal work is entitled to opt for an appropriate eye test and eyesight test. These are made available upon request and paid for by the company, except where there may be a social welfare entitlement.

The eye and eyesight test may be carried out by a doctor or optometrist. It may also be carried out by a person (including a nurse) trained to use a vision-screening machine. The person operating the machine must know when to refer employees who do not pass the eyesight test at the screening level to a doctor or optometrist.

Employees have the right to a test before taking up work if it is regular work with a VDU as well as regular intervals thereafter. In determining the intervals, factors such as the ages of the employees and the intensity of VDU work shall be taken into account in deciding the frequency of the repeat tests. Additionally, an appropriate eye and eyesight test shall be made available to an employee who experiences visual difficulties which may be due to display screen work.

Where eye tests reveal that particular lenses are required for VDU work, the company will pay for the minimum needed frames and lenses. Where an employee already wears glasses or lenses to correct a visual defect and they need their regular change of lenses or glasses, if these are adequate for VDU work, the company will not have to pay for them.

#### **4.5 Security**

No visitors are allowed on Company property or work site without proper authorisation. All visitors must be accompanied at all times and must wear the appropriate PPE. Allowing access to Company property through the exchange of access codes, keys or other to unauthorised persons is strictly forbidden.

#### **4.6 Smoke Free Workplace Policy**

It is the policy of Michael J Conroy & Sons Ltd that all its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment. Smoking is prohibited in the workplace. This policy applies to all employees, contractors, consultants, clients, customers and visitors. Smoking in company owned vehicles is also prohibited. For further details please refer to the Company Health and Safety Statement and site rules outlined at site induction training.

#### **4.7 Intoxicants & Substance Policy**

It is a legal requirement under the Safety, Health & Welfare at Work Act 2005 that all employees must ensure that they are not under the influence of an intoxicant or substance that would endanger his or her own safety or the safety of others. Use of alcohol, illegal drugs or controlled substances whether on or off site can adversely affect your work performance, efficiency, health and safety as well as posing a potential danger to the health and safety of your fellow employees and others, along with risk of property loss or damage. If you are taking prescription or over the counter drugs that may impair your ability to safely perform your job or affect the safety of others, you must notify your Supervisor before starting work.

The following are strictly prohibited:

- The possession or use of alcohol by an employee during work hours



- Operating or driving Company plant or vehicles while under the influence of alcohol or illegal drugs
- Possession or use of illegal or controlled substances, or being under the influence of illegal or controlled substances while at work
- Distribution, sale or purchase of an illegal or controlled substance while at work

Any breach of the above rules constitutes gross misconduct, which may result in disciplinary action up to and including dismissal. Michael J Conroy & Sons Ltd may bring the matter to the attention of the Gardaí if appropriate. Employees who are suffering from substance abuse or suspect another employee is suffering should contact their Manager or Supervisor who will deal with the case in a confidential manner and provide a support mechanism where appropriate.

#### **4.8 Safety Induction**

The purpose of safety induction is to identify the site safety rules, emergency arrangements and health & safety requirements. Details of Safe Pass and manual handling training are recorded in addition to any other required training to operate specific plant or equipment necessary to undertake your work on site. The site safety induction program identifies the designated first aid person, the location of the assembly point in the event of an emergency, site rules and the location of welfare facilities.

#### **4.9 Safety Representative**

On construction projects where there are more than 20 people working, the workers on that site may nominate a Safety Representative from the workforce. He/she can carry out inspections and investigate accidents or dangerous occurrences as required. The Safety Representative will be allowed time to make submissions to Management both formally and informally on health and safety matters relating to employees. Further information is detailed in the Health and Safety Statement.

#### **4.10 Employee Participation & Engagement**

All company employees are encouraged to raise any concerns, observations or suggestions that may assist in improving workplace safety and performance. These can be raised directly with manager/ supervisor or through workplace posters allowing them be raised via scanning a QR code. Employees are asked to report any concerns or unsafe issues to management as soon as possible. Employees are encouraged to participate in any scheduled tool box talks, or at meetings in relation to health and safety matters that they may attend.

#### **4.11 Emergency Preparedness**

Emergency preparedness procedures to include; emergency evacuation, firefighting, first-aid and emergency services contact details for each construction site and office is outlined in the site induction and in the emergency preparedness document for MJ Conroy offices, a copy of which is made available in each office.

#### **4.12 Mental Health and Wellbeing**

Mental Health is defined as a state of well-being in which every individual realises his or her own potential, can cope with the normal stresses of life, can work productively & fruitfully, and is able to make a contribution to his or her community. Examples of mental health problems & disorders include - depression, anxiety and burn-out.

At Michael J Conroy & Sons Limited we are fully committed to complying with our responsibilities under the Employment Equality Acts 1998–2011. We recognise that mental



health difficulties (e.g. stress, anxiety and depression) are covered by the Disability ground under the Employment Equality Acts, and we are committed to the provision of reasonable accommodation, where appropriate and necessary. We are also committed to our legal responsibilities under the Safety, Health and Welfare at Work Act 2005, including identifying and assessing psychosocial risk (e.g. stress or bullying), and reducing such risks.

In the event that we are aware of individual employees with mental health difficulties we will work with them to identify particular risks and seek to implement measures to reduce those risks. Further details are available in our Health and Safety Statement.

### **Work Related Stress**

In keeping with our commitment with the Safety, Health and Welfare at Work Act, 2005 we recognise that some employees may from time-to-time experience work-related stress.

Work-related stress can be defined as stress caused or made worse by work. This might happen when an employee perceives their work environment in a way that makes them feel unable to cope. It could be caused by perceived or real pressures, deadlines, threats, or anxieties in the workplace.

It is important to distinguish between pressure and stress. Pressure at the workplace is unavoidable due to work demands. Pressure perceived as acceptable may even keep employees alert, motivated and able to work and learn. But when that pressure becomes excessive or unmanageable it can lead to work-related stress, which can affect a person's health. Understanding stress reactions and how stress affects us can help us manage stress more effectively.

Reduce work-related stress by:

- Talk things through with someone to help lessen stress or anxiety
- Not trying to manage everything alone and appear strong
- Contacting EAP - a free, confidential service for employees (see Section 7.4)
- Raising stress-related concerns with your Supervisor/Manager
- Switching off when you leave work

Under the Safety, Health and Welfare at Work Act 2005, we are committed to take all reasonably practicable steps to ensure the health and welfare of our employees, including protecting employees from hazards which could lead to mental or physical ill-health arising from work-related stress. This would involve conducting a risk assessment of all known hazards including psychosocial hazards, which might lead to work-related stress. Similarly, employees should take reasonable care to protect their own safety, health and welfare and that of others including efforts to prevent or reduce work-related stress

### **4.13 COVID-19 (Coronavirus)**

Coronavirus (COVID-19) is a health pandemic, which first became known globally in early 2020. It is a virus that affects the lungs and airways. As this pandemic has evolved, the protocols and advice in place by the company will have to be revised and updated accordingly. Each construction site and head office operations will be governed by COVID-19 safety protocols, developed by MJ Conroy which outlines the requirements to ensure the protection of the workforce and minimise the spread of the infection.

MJ Conroy hopes that our response to this outbreak will be measured, managed, and controlled proactively. MJ Conroy is morally and legally obliged to take reasonable steps to ensure the safety, health and welfare of all employees, clients, visitors, and the public. MJ Conroy will take all necessary and appropriate measures to fulfil our duty of care and protect the health of our employees and comply with regulations set out in the Health, Safety and Welfare Act, 2005, all other legislative as well as government and industry issued guidance and advice. Further details are available in our Health and Safety Statement.

#### **4.14 Work Life Balance Policy**

In accordance with the provisions of the Work Life Balance and Miscellaneous Provisions Act 2023, MJ Conroy are committed to supporting work life balance working arrangements where the role is deemed suitable to facilitate this.

##### ***Flexible Working***

This is a working arrangement where an employee's working hours or working patterns are adjusted, including through the use of remote working arrangements, flexible working schedules or reduced working hours. Flexible working depends on the nature of the role and/or business. Employees can request flexible working arrangements if they have children, or caring responsibilities for a person requiring significant care or support for a serious medical reason.

The types of flexible working arrangements that will be considered will include

- Part time work
- Term time work or shorter working year
- Job sharing
- Flexi-time
- Compressed working hours and
- Remote working

As per your contract of employment MJ Conroy expect employees to be flexible to meet business needs.

##### ***Right to Request Remote /Flexible Working***

Employees can apply for flexible working arrangements but must have at least six months of continuous service. Requests to work remotely must be submitted at least **eight weeks** ahead of the intended start date. Once the request is received, we will respond within a minimum of **four weeks**. In exceptional circumstances this can be extended to eight weeks in order to establish the viability of the request. MJ Conroy will review each request in an objective, fair and reasonable manner taking into consideration the needs of both the employee and the business.

If the request is not approved, you will be provided in writing the reasons for the refusal and you have the option to go through the internal appeal process.

To make a statutory request for Flexible Working under the Act an employee must be:

- the parent or acting in loco parentis to a child under 12 years of age or under 16 years if the child has a disability or illness and who is or will be providing care to the child
- or providing or will provide personal care or support to a specified person namely the employee's child, spouse or civil partner, cohabitant, parent or grandparent, sibling or a person other than one in the categories already specified who lives in the same

household as the employee. The person must also be in need of significant care or support for a serious medical reason.

- Where an employee is granted flexible working for the care of a child the arrangement will end when the child reaches 12 years or 16 years where the child has a disability.
- Details of the documentation required are outlined in the Flexible Working Application Form in Section 10 at the end of this Handbook

### **Remote Work Arrangements**

Remote working is where an employee works all or part of their working week at a location remote from the workplace, which may be the employee's home. Depending on the suitability of the role, there are a number of types of remote working arrangements that would be considered, such as home being the main place of work or splitting work between home and office/site (Hybrid) or the office/site being the main place of work with occasional working from home.

There will be fixed days on site where employees working remotely must attend the office, these anchor days will be agreed in advance of the commencement of flexible working arrangements. Normal working hours as per your contract of employment will apply and the provisions of the Right to Disconnect policy (Section 4.15) below will apply.

### **Assessment of Working Environment**

There will be an initial assessment of the remote working location regarding the suitability for work and any concerns from a health and safety perspective and ongoing, periodic safety assessments

The company will cover any set up costs and expenses that arise from remote/flexible working arrangements and will make arrangements for reimbursement if applicable. This includes any tax liabilities such as paying tax relief on additional utility tax. This policy covers working in Republic of Ireland only therefore working outside of these jurisdictions is not covered by this policy.

This policy will be reviewed as required and any approved flexible and remote working arrangements will include a trial period and ongoing review.

Application forms for **flexible and remote working is available in Section 10 of the Employee Handbook**

This policy is in compliance with the provisions of the Safety, Health and Welfare at Work Act, 2005. Further guidance on working remotely and flexible working arrangements and risk assessments are available in our Health and Safety Statement.

### **4.15 Right to Disconnect**

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. In summary, the Right to Disconnect has three main elements:

1. The right of an employee to not routinely perform work outside of normal working hours.

2. The right to not be penalised for refusing to attend to work matters outside of normal working hours.
3. The duty to respect another person's right to disconnect (e.g., by not routinely emailing or calling outside of normal working hours).

Further details on the right to disconnect and employer/employee obligations are available in our Health and Safety Statement.

#### **4.16 Menopause Policy**

MJ Conroy Construction is committed to ensuring that all individuals are treated fairly and with dignity and respect in their working environment. It is also committed to ensuring our people are safe, healthy and well both physically and psychologically. We aim to promote Diversity, Inclusion and Equality, ensuring staff feel confident to raise issues about their menopausal symptoms without fear of discrimination. This policy is designed to raise awareness of peri-menopause and menopause, to provide information and support to those affected.

The focus of this policy is on supporting employees who are experiencing or who may, in the future, experience menopausal symptoms which impact on them at work. Most women experience menopause between the ages of 45 and 55 years as a natural part of biological ageing. The menopausal transition can be gradual. The most commonly reported difficulties that menopausal women report at work include poor concentration, tiredness, poor memory, feeling low/depressed and lowered confidence.

This policy acknowledges that there is no 'one-size-fits-all' solution to the peri-menopause or menopause and therefore it is intended as a support guide for all workers. We agree to work proactively to make adjustments, so the workplace does not aggravate symptoms of the menopause or peri-menopause and that appropriate adjustments and supports are in place. We recognise that the menopause may impact those who do not identify as female.

You can request reasonable adjustments to be made within your workplace to help you manage your menopausal symptoms, such as: flexible working, requesting to wear different attire if you are experiencing hot flushes, moving to a cooler part of the office or asking for a fan.

We commit to making workplace adjustments which may include regulating temperature, humidity and ventilation, flexible working, providing cold drinking water.

Under the Equality Act 2010, menopause is largely covered under three protected characteristics: age, sex and disability discrimination. The Health and Safety at Work Act provides for safe working, which extends to the working conditions when experiencing menopausal symptoms.

## **Section 5 Fair Treatment of Employees Policies**

### **5.1 Grievance Policy**

The Management of Michael J Conroy & Sons Ltd recognises that grievances may arise in the normal course of employment and are fully committed to ensuring that any issues can be discussed openly and dealt with satisfactorily and promptly. This policy provides a

mechanism for you to raise a grievance relating to your employment. It enables employees to express any problems or concerns they may have and ensures that each employee is treated equally and fairly, and that consistency can be exercised in the treatment of grievances. This procedure will be followed if an employee feels that he or she has a grievance against the Company or decisions of the Company or another employee that affects his or her ability to perform his or her job satisfactorily.

The procedure provides a formal method for fair and quick resolution of any grievance an employee may have relating to his or her employment. Where possible, employees are expected to make efforts to resolve grievances informally initially. The Grievance Procedure will be used when these efforts are ineffective. All grievances will be dealt with in as confidential manner as possible and no employee will be penalised for raising a grievance. Whenever possible, the issue will be resolved at the earliest stage and that the parties will make every effort to prevent unreasonable delay in arranging meetings.

### ***Procedure***

Employees are encouraged to have an informal discussion with their Manager or Supervisor to attempt to resolve issues informally. Any remedies or recommendations for future action will be clearly stated. If the employee is not happy with the response received through the informal stage or wishes to raise a grievance formally initially, he/she may utilise Stage 1 of the Grievance Procedure.

### ***Stage 1***

- The employee should outline the matter to his or her Supervisor or Manager in writing stating clearly the nature of the grievance and that the formal grievance procedure is being invoked
- If the employee's grievance is with his or her Supervisor or Manager, the employee should raise the issue with another Manager or the next level of Management
- Upon receipt of a formal grievance the appropriate Manager shall carry out an investigation to establish the facts
- A meeting will be arranged with the employee to discuss the grievance
- The employee will be made aware of the right to be accompanied
- The employee will be allowed adequate time to prepare their case at each stage
- Time limits may be changed by mutual consent. The date and time of grievance hearings will be agreed between all parties involved
- Management will keep a written record of each meeting, including details of the employee's case, the response of Management and the outcome of the meeting. The employee will be asked to sign the record of the meeting and will be given a copy
- Every effort will be made to resolve the grievance at each stage and the employee will be advised of the next phase at the end of every stage of the procedure
- A decision on the grievance will be confirmed in writing within 10 working days of the grievance meeting

### ***Stage 2***

- If the matter is still unresolved, or if the employee is not happy with the outcome, the grievance should be made in writing to the Managing Director
- If the employee raised the matter initially with the Managing Director, the matter may be referred to another Director of the Company for review
- A hearing will be held with the employee no later than 5 working days from receipt of the written grievance
- The employee is made aware of the right to be accompanied

- A summary of the meeting will be recorded, signed and given to the employee
- The issue will be considered and a prompt decision given to the employee within 10 working days of the meeting
- The decision taken at this stage will be final and will be binding on all parties.

If the employee feels the response following stage 2 is inadequate, he/she may refer the grievance to the appropriate external body. The proceedings will remain confidential to all parties. Documentation relating to the grievance will be kept in the employee's personnel file for the duration of the investigation period.

## **5.2 Disciplinary Action Procedure**

This procedure assists employees in achieving and maintaining acceptable standards of conduct, attendance and job performance where these are identified as inadequate. It sets out action to be taken by Management if an employee is guilty of misconduct or gross misconduct. The procedure aims to balance justice for the employee with the need for discipline in the Company in a fair and consistent manner. This procedure has been written in the light of the requirements of the Unfair Dismissals Acts, 1977 and 2007. It applies to all full or part-time employees who have successfully completed probation. For employees on probation, a separate Probationary Policy applies. The initiation of this procedure should be seen as giving the employee an opportunity to improve. It is the responsibility of Management to give all employees a fair hearing and if possible, resolve issues at informal level through counselling. Management should investigate any underlying personal reasons for problems and where appropriate, take these into account.

### ***Misconduct***

As an employee of Michael J Conroy & Sons Ltd, you are expected to interact with co-workers, suppliers, customers and Management in a positive, supportive and co-operative manner. You are required to behave in a manner that will not endanger or inconvenience fellow employees or visitors or bring discredit to the Company. The following list, which is not an exhaustive list, gives examples of misconduct that could lead to formal Corrective Action. Any breach may lead to disciplinary action, up to and including dismissal. Other types of conduct injurious to security, personal safety, employee welfare and Company operations may also be prohibited. This list of prohibited conduct also applies to work functions outside normal working hours.

- Removing or borrowing company property without prior approval from Supervisor
- Unauthorised use of Company equipment, vehicles, plant, time, materials or facilities
- Threatening behaviour or provoking a fight on Company property
- Participating in horseplay or practical jokes on Company time or property
- Causing, creating or participating in a disruption of any kind during work hours
- Insubordination including but not limited to failure to obey instructions of a Supervisor or Manager
- Use of abusive or threatening language towards a Supervisor, Manager or another employee during work hours
- Failure to receive permission to leave work for any reason other than emergency during normal work hours
- Consistently poor time-keeping and failure to observe work schedules including break periods
- Absence without notifying the Company or failure to provide a doctor's certificate if absent for more than three consecutive days
- Sleeping or malingering on the job

- Working overtime without approval or unreasonably refusing assigned overtime
- Violation of any safety, health or other Company policies
- Breach of Company confidentiality
- Harassment or bullying of another employee
- Deliberately bringing the Company into disrepute
- Falsification or withholding information which obstructs work
- Negligence in the performance of duties

### ***General Principles***

- Management will ensure that a full investigation of the facts is carried out and interview all parties concerned as appropriate
- Time limits may be changed at any stage by mutual consent
- Any Disciplinary Action will be appropriate to the insubordination, incompetence, inefficiency or misconduct established
- Any mitigating circumstances and the previous record of service of the employee will be taken into account
- Disciplinary Action will be treated confidentially as far as possible
- Employees will be informed at each stage of the right to be accompanied
- Procedure for appeal will be outlined in the letter confirming Disciplinary Action to be taken
- The Company has the right to extend the duration of warnings where an employee has made reasonable progress in trying to achieve the required standard but has failed to reach it. The extension can be between 1 and 3 months. The employee is entitled to appeal any extension to the duration of warnings.

### ***Informal Counselling***

If an employee has difficulty reaching the Company's standards of behaviour, conduct or performance, the Manager or Supervisor will informally advise them and outline how this must be improved. This discussion will focus on helping the employee to understand the situation and suggest possible solutions. After the meeting, brief notes will be taken by the Supervisor or Manager and held on the employee file. If the employee achieves and sustains the necessary level of improvement, no further Disciplinary Action will be taken. If the necessary improvements have not been made within the agreed timeframe or the employee has already received informal counselling, the formal Disciplinary Action Procedure will commence.

### ***Formal Procedure***

This procedure applies when an employee's conduct, attendance or performance warrants Disciplinary Action, except in the case of Gross Misconduct where immediate suspension with pay pending investigation may take place. Depending on the seriousness of misconduct involved, it may appropriate to enter the procedure at a later stage e.g. written warning or final written warning.

The Formal Disciplinary Action Procedure follows four stages as follows:

#### ***Stage 1: Formal Verbal Warning***

If an employee is guilty of misconduct or has failed to achieve or maintain acceptable standards he/she may be issued a formal verbal warning. The Supervisor or Manager will discuss the issues with the employee and offer the right to reply. Following the meeting, the



Supervisor or Manager will decide on appropriate action. If a Formal Verbal Warning is imposed, the Supervisor or Manager will:

- Explain to the employee that this is the first step in the formal Disciplinary Action Procedure and outline that the verbal warning will be active on the employee's personnel file for six months from date of issue
- Advise the employee of shortcomings and expected action to overcome them
- Specify the likely consequences of failure to meet the required standard
- Sign the verbal warning letter, request employee to sign to acknowledge receipt and give the employee a copy

If an acceptable improvement is achieved and sustained during this time, the employee will be advised and personnel file noted accordingly. No further action will be taken.

### ***Stage 2: Written Warning***

This may be issued if the employee does not sufficiently improve after a verbal warning, or if a first offence merits a greater reprimand than a verbal warning. The Supervisor or Manager will discuss the issues with the employee and offer the right to reply. Following the meeting, they will decide on appropriate action. If a Written Warning is imposed, the Supervisor or Manager will:

- Explain that this is the second stage in the formal Disciplinary Action Procedure and outline that the warning will be active on the employees personnel file for twelve months from date issue.
- Point out employee's shortcomings and advise of action expected to overcome them
- Specify the likely consequences of further misconduct or lack of improvement
- Sign the written warning letter and request employee to sign to acknowledge receipt and give the employee a copy

If an acceptable improvement is achieved and sustained during this time, the employee will be advised and personnel file noted accordingly. If improvement has lapsed within this time, the Company may proceed to Stage 3.

### ***Stage 3: Final Written Warning***

If, following a first written warning, the employee does not achieve or sustain the necessary level of improvement or if a more serious situation arises, a final written warning may be issued. The Supervisor or Manager will discuss the issues with the employee and offer the right to reply. Following the meeting, the Supervisor or Manager will decide on appropriate action. If a Final Written Warning is imposed, the Supervisor or Manager will;

- Explain that this warning is the third stage in the formal Disciplinary Action Procedure and outline that the warning will be active on the employees personnel file for twelve months from date of issue.
- Point out the employee's shortcomings and expected action to overcome concerns
- Specify the likely consequences of further misconduct or failure to improve
- Sign the written warning letter, request employee to sign to acknowledge receipt and provide the employee with a copy

Subject to achieving and sustaining the necessary improvement during this time, the employee will be advised and personnel file noted accordingly.

### ***Stage 4: Dismissal***

Gross misconduct or continued poor performance or misbehaviour may result in dismissal. The Manager or Supervisor will discuss the issues with the employee and offer the right to reply. Following the meeting, the Manager or Supervisor will decide on appropriate action. If



the employee is dismissed they will be provided with a written explanation of the dismissal, notice of termination date and procedures for making an appeal.

### 5.3 Gross Misconduct

There are certain breaches of Company rules that are considered gross misconduct and for which you may be suspended and/or dismissed. The following list, which is not exhaustive, gives examples of acts of gross misconduct:

- Deliberate falsification of employment records, expense reports, employment information or other Company records/timesheets
- Theft, deliberate or careless damage or destruction of any Company property or the property of any Company employee or customer
- Carrying firearms, weapons or any other similar hazardous devices on Company premises or sites at any time
- Committing a fraudulent act under any circumstances
- Conviction of a felony or engaging in illegal conduct
- Working or driving machinery or vehicle on Company business while under the influence of alcohol/illegal drugs
- Dealing in illegal drugs during work hours
- Immoral conduct
- E-mail or Internet abuse
- Serious Bullying, harassment or sexual harassment
- Serious negligence causing unacceptable loss, damage or injury
- Serious breach of legislation or Company Policy e.g. Safety, Health and Welfare at Work Act 2005
- A serious act of insubordination
- Fighting or assault of other employees

The employee will be called to an interview with the Manager/Supervisor and advised of the right to be accompanied. The issues will be outlined to the employee and he/she may be suspended with full pay while a full investigation is carried out. The employee will be informed of the reasons for suspension or proposed dismissal and will have the right to state his/her case. If on completion of the investigation, the Manager/Supervisor is satisfied that Gross Misconduct has occurred, the employee will be dismissed without pay in lieu of notice. The employee will be provided with a written explanation for the dismissal, notice of termination date and procedure for making an appeal.

### ***Appeals Procedure***

An employee has the right to appeal against a Disciplinary Action decision if he/she feels the outcome is unfair.

For appeals against formal verbal/written warnings and extension of warnings:

- The appeal must be in writing to the Supervisor or Manager within 10 working days
- The Supervisor or Manager will aim to hear the appeal within 5 working days of receipt
- The employee has the right to be accompanied
- The decision of the appeal will be issued within 3 working days of the hearing. The decision is **final** and will be issued in writing

For Appeals against Dismissal:

- The appeal must be in writing to the Managing Director outlining clearly the reasons for the appeal within 10 working days of dismissal

- The employee has the right to be accompanied
- The MD will hear the appeal within 5 working days of receipt
- All pertinent information and submissions from any relevant individuals will be considered by the MD
- The MD will consider the appeal and a **final** decision will be issued in writing within 5 working days

Please note the MD may delegate the above steps to an appropriate designate within the Company, usually a Director.

***No industrial action of any kind may be taken until the disputes procedure has been exhausted and only after the requirements of the Industrial Relations Act 1990 have been met and official strike notice served on the Company. Failure to comply with this condition will be considered a serious breach of your contract of employment and may result in your dismissal.***

#### **5.4 Harassment, Sexual Harassment and Bullying**

We at MJ Conroy commit ourselves to working together to maintain a workplace environment that encourages and supports the right to dignity at work. All who work here are expected to respect the right of each individual to dignity in their working life.

All will be treated equally and respected for their individuality and diversity. Bullying in any form is not accepted by us and will not be tolerated. Our policies and procedures will underpin the principles and objectives of this Charter.

All individuals, whether directly employed or contracted by us, have a duty and a responsibility to uphold this Dignity at Work Charter. Supervisors and Managers where applicable in the workplace have a specific responsibility to promote its provisions. Underpinning this Dignity in the Workplace Charter is our associated Harassment, Sexual Harassment and Bullying Policy outlined below.

Michael J Conroy & Sons Ltd. believes that every employee has the right to work in an environment free from acts of harassment, bullying, sexual harassment or victimisation in order to ensure that all employees are treated with dignity and respect. This behaviour will not be tolerated and may lead to disciplinary action for employees and suspension of custom for non-employees. All employees are required to comply with this policy and appropriate action will be taken against any employee who violates this policy. We expect all employees to contribute proactively to the creation of a working environment in which everyone is treated with dignity and respect irrespective of gender, sexual orientation, marital or family status, racial group, religion, disability, age or membership of the travelling community. This policy applies to all full-time and part-time employees in the workplace and at work associated events.

All employees should note that allegations of harassment, sexual harassment, victimisation or bullying are treated seriously. Michael J Conroy & Sons Ltd commits to ensuring that complaints by employees will be treated with fairness and sensitivity and as confidential as possible. Prompt action will be taken to investigate complaints by individuals directly affected by the behaviour or complaints raised by Management. Where there is a breach of policy, Disciplinary Action will be taken, as appropriate, which may include summary dismissal.

There are certain forms of unacceptable behaviour which are clarified below:

**Harassment** is defined as any act or conduct which is unwanted and unwelcome and which could reasonably be regarded as offensive, humiliating or intimidating on the grounds of gender, marital status, family status, sexual orientation, religion, age, disability, race or membership of the traveller community. Examples of harassment include:

- Production, display or circulation of offensive material
- Malicious gossip
- Racist jokes or comments
- Offensive gestures
- Ignoring or excluding a person within the workplace
- Verbal threats

**Third Party Harassment** is if an employee suffers harassment from a customer, supplier etc. The employee should inform Management who will take appropriate action to ensure that the harassment does not continue. There is an obligation on Management to inform the alleged harasser that this conduct is not acceptable by the Company.

**Sexual Harassment** is any form of verbal, non-verbal or physical conduct of a sexual nature with the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. The unwanted conduct may consist of acts, requests, spoken words, gestures or the production, display or circulation of written words, pictures or other material. Examples of sexual harassment include:

- Unwelcome sexual attention
- Lewd behaviour, sexual mockery or innuendo
- Staring or leering
- Displaying sexually suggestive objects, pictures, calendars, publications, literature
- Unwelcome physical contact ranging from touching to assault
- Offensive letters, notes or use of technology

**Bullying** is defined as repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others at work, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of this behaviour may be an affront to dignity at work but, as a once off incident is not considered to be bullying. Examples of bullying include:

- Continually excluding an individual by only talking to a third party in order to deliberately isolate that person
- Taking credit for another person's work or ideas
- Public humiliation
- Constantly undervaluing effort of another
- Verbal abuse or threats
- Persistent or unfounded criticism

**Victimisation** is where an individual is given less favourable treatment than others in the same circumstances because he or she has made allegations or complaints of discrimination, harassment or bullying or provided information about such allegations or complaints. This includes making life difficult for a person, general unpleasantness and blocking promotion opportunities.

There are specific procedures in place for any employee who has a grievance or a complaint of harassment or bullying (see section 5.1 & 5.2). Prompt action will be taken to investigate any complaints received. Where there is a breach of policy, Disciplinary Action will be taken as appropriate, which may include summary dismissal.

### ***Complaints Procedures***

There is an informal and formal procedure to deal with the issue of harassment and bullying at work.

#### ***Informal Procedure***

It is often preferable that allegations of harassment and bullying are dealt with informally if possible. The informal procedure is likely to produce solutions, which are speedy, effective and minimise embarrassment. The accused employee may be unaware that his or her actions are inappropriate, or these actions may have been misinterpreted. Every attempt should be made to clear up the misunderstanding quickly, on an informal basis. The complainant may:

- Approach the harasser with a colleague
- Make a written approach to the harasser
- Ask a colleague or senior employee to informally approach the harasser

#### ***Formal Procedure***

It may not always be practical to use the informal procedure particularly where the harassment or bullying is serious or where the individuals involved are at different levels in the Company. In such circumstances the employee should use the formal procedure

- The complaint should be in writing naming the alleged perpetrator/s and signed by the complainant. It should detail the incidents and identify any witnesses.
- It should be submitted within one month of the alleged incidents to the immediate Supervisor or Manager or their superior if they have been named in the complaint.
- The alleged perpetrator/s will be notified in writing of the details of the allegation and afforded the right to reply.
- A Manager will interview the complainant to determine course of action, e.g. exploring a mediated solution or attempt to resolve the issue informally.
- If an informal approach is inappropriate, a formal investigation of the complaint will be conducted to determine the facts and credibility of the allegations.
- All involved in the investigation must respect the need for confidentiality and failure to do so may represent a Disciplinary Action offence.

#### ***Investigation***

- A Manager or agreed third party should conduct the investigation. It should be conducted thoroughly, objectively, with sensitivity, confidentiality, and due respect for the rights of the complainant and alleged perpetrator/s.
- The investigator should meet with the complainant, alleged perpetrator/s and any witnesses individually to establish the facts of the allegations.
- If desired, the complainant and alleged perpetrator/s may be accompanied
- Every effort will be made to complete the investigation quickly. On completion, a written report with the findings of the investigation will be submitted to the Department Manager.
- The complainant and the alleged perpetrator/s will be informed in writing of the findings of the investigation.
- Both parties will be given the opportunity to comment on the findings of the investigation before any action is decided upon.

**Outcome**

- Should the Manager decide that the complaint is well founded, the perpetrator/s should be given a formal interview to progress the issue through the Disciplinary Action Procedure
- If the complainant is dissatisfied with the outcome of the investigation they may appeal the decision within 5 working days in writing to the Managing Director
- The MD will consider the appeal and the decision will be issued within 5 working days. The decision of the MD is **final** and will be issued in writing.

## Section 6 Company Policies

### 6.1 Company Phone Use

You may be issued with a Company phone for the purpose of carrying out your job responsibilities. Your individual telephone usage should be confined to business use only and the Company may investigate your phone use at any time. In the event of breach of this policy, you may be required to reimburse Michael J Conroy & Sons Ltd. for fees incurred for personal calls made on Company phones. Any employee in breach of this policy shall be subject to Disciplinary Action.

### 6.2 Dress Code & Personal Hygiene

Employees are required to wear appropriate clothing that reflects the image of the Company during work hours or if representing Michael J Conroy & Sons Ltd. Management is responsible for determining if attire is inappropriate. In accordance with health and safety requirements, you must follow dress code and procedure requirements for entering and working on construction sites. This includes wearing of appropriate PPE including hardhat, protective clothing and footwear as required. Certain types of clothing may constitute a safety hazard and are prohibited. For site employees, the Company may provide you with Company clothing, you are encouraged to wear this.

The Company requires all employees to present themselves in a professional manner, with regard to attire, personal hygiene and appearance. Employees are expected to meet the hygiene and regulatory requirements of the environment/industry in which they are working in e.g. cleanrooms, sterile rooms etc. Such requirements may include;

- Maintaining personal cleanliness by washing daily.
- Using deodorant / anti-perspirant to minimise body odours
- Cleaning and trimming fingernails
- Washing hands after eating, or using the bathroom
- Clothing not interfering with the safe operation of equipment.

### 6.3 Time Keeping

Employees should be at their place of work ready to start at normal starting time. The Company monitors timekeeping and if lateness is persistent, the Disciplinary Action Procedure will be applied. If you are late, it is your responsibility to report the reason to your Supervisor or Manager.

### 6.4 Employees and Company Property

No employee should steal from the Company, other employees, suppliers, vendors, distributors or customers. Employees should realise that it is their responsibility to safeguard

personal property. The Company is not responsible for any loss or damage to property including Motor Vehicles, Bags etc. on Company premises or work sites. Employees should report all lost or found property to their Supervisor or Manager. Any goods, not the property of an employee, must not be removed from site without the written permission of Management.

## **6.5 Equal Opportunities**

In line with the Employment Equality Act 1998 and 2004, it is the policy of Michael J Conroy & Sons Ltd. to be an equal opportunities employer. We believe that individual differences of our employees help make our business stronger, and by respecting those differences we provide all employees with an equal opportunity to succeed. We are committed to providing opportunities for employment, development and advancement without regard to these differences, and will endeavour to provide a work environment that is consistent with our equal opportunity objectives. This commitment to fairness and equality pertains to all areas of employment including recruitment and selection, training, promotions, compensation and benefits, transfers, layoffs and any other employment decision.

The aims of our Equal Opportunity Policy is to prevent any form of discrimination, direct or indirect, against employees, prospective employees, volunteers, members of management and against project users and clients of the Company's services. At Michael J Conroy & Sons Ltd. all employment decisions are based on merit, qualifications, length of service, experience and competence. To ensure equal employment opportunities to qualified individuals with disabilities, Michael J Conroy & Sons Ltd will make reasonable accommodations for known physical or mental limitations of an otherwise qualified employee. No person shall be treated less favourably than another on grounds of:

- Gender
- Marital or family status
- Disability
- Race
- Colour
- Ethnic or national origin
- Sexual orientation
- Age
- Political or religious belief
- Membership of the travelling community

## **6.6 Confidentiality**

Employees are required at all times to maintain absolute confidentiality in respect of matters which come to their knowledge in the course of their work. In the course of your work, you may have access to confidential information regarding Michael J Conroy & Sons Ltd, its suppliers, customers or perhaps fellow employees. You have a responsibility to ensure that information is not disclosed to anyone not affiliated with Michael J Conroy & Sons Ltd. You shall not, reveal to any person any trade, financial or operational information. This includes oral, written or electronic disclosure. Employees are also required to maintain this standard of confidentiality when they terminate employment with the Company. Breaches of confidentiality will not be tolerated and may result in legal or disciplinary action.

## **6.7 Attending Work Related Social Events**

Michael J Conroy & Sons Ltd appreciates that from time to time it may be part of your role to attend work related social events or the Company may occasionally organise a social gathering e.g., during the Christmas season. While we would like all employees and guests to

enjoy these events, we would remind all attendees of the standard of conduct expected of them and that compliance with Company policies is expected from all staff at work-related social events. We want staff to enjoy these functions, but it is important that every member of staff is aware that inappropriate behaviour during work-related social gatherings can lead to complaints of harassment or bullying.

Harassment can range from jokes/remarks/questions of a sexual nature to unwanted physical contact. It is essential that staff behave in a manner that is in keeping with our Equal Opportunities policy (see 6.5) by ensuring that their behaviour is always beyond reproach and does not cause offence to another member of staff.

Other relevant policies that apply include 5.4 Bullying & Harassment and 8.3 Social Media. If gifts are exchanged at work, it is important that the gift does not breach policy by causing offence or harassment. Employees should also be mindful of posting comments or images of social events as this may lead to potential reputational damage of the Company or its employees.

Whilst the company has a Duty of Care to its staff, we would also remind staff of their obligations under the Company Health & Safety Statement – see sections 1.3 and 4.1.

If you have any questions on expected standard of behaviour at work-related social events, you should speak to your Manager or Supervisor and review the policies mentioned above.

## **6.8 Redundancy Policy**

The Company aims to provide secure employment for all who have a satisfactory record of performance and conduct. However, it may be necessary to reduce the number of employees due to, for example, a change in organisation structure. Any reduction will be brought about as fairly as possible and with as much notice to employees as is possible. Compulsory selection for redundancy will be based where possible on the principle of seniority or 'last in, first out'. Assistance will be offered to employees in securing other employment and time off for job search and interviews will be provided.

## **6.9 Use of Employee Owned Vehicles**

If you must use a personally owned vehicle on job related business you must comply with the following:

- Your vehicle must have minimum of third party insurance cover from a registered insurance provider. It is the responsibility of the employee to ensure this is in place.
- You must possess a valid and current driver's licence.
- Your vehicle must have a current taxation and NCT disc
- The Company is not liable for any damage or theft of vehicles or contents of vehicles while parked on the premises

If you comply with the above requirements and use your personally owned vehicle for Company travel you may receive mileage reimbursement at Michael J Conroy & Sons Ltd. rate. You must keep a log of miles travelled while conducting Company business and submit an expense sheet to your Supervisor or Manager.

## **6.10 Use of Company Owned Vehicles or Plant**

An employee will be permitted to drive a Company vehicle or operate plant only under the authorisation of their Supervisor. The employee must possess a valid and current driver's licence and have the necessary training to operate the vehicle or plant. Please note the following:



- While on Company business seat belts must be worn
- You are required to observe any speed limits posted
- Mobile Phones are not allowed to be used while using company machinery, equipment or vehicles

### **6.11 Search Policy**

It is a condition of employment that a member of Management or security may search an employee at any time. The Company has the authority to search an employee, their belongings, including motor vehicle, when they are entering or leaving the Company's premises or work location. An employee who refuses to co-operate fully with a search request is liable to Disciplinary action up to and including dismissal, following a full investigation. An employee is entitled to have a witness present during any search. The Company will draw all appropriate and reasonable inferences from any refusal to co-operate fully with any search request.

### **6.12 Door Keys**

Employees are issued door keys or combination access codes as required. Your Supervisor must approve any door key or combination access code request. Office keys are issued at the discretion of Management. Trespassing by non-employees is prohibited at all times. An employee in breach of this policy may be subject to Disciplinary Action.

Employees who are issued door keys must:

- Not allow another individual to use their key/s
- Not duplicate the key/s
- Return the key/s upon termination of employment or transfer to another site
- Notify your Supervisor or Manager immediately if a key is damaged or lost

### **6.13 Conflict of Interest/Other Employment**

While Michael J Conroy & Sons Ltd does not seek to interfere with your off-work duty conduct, certain types of off-work duty conduct may interfere with legitimate business interests. While employed by Michael J Conroy & Sons Ltd, you are expected to devote your energies to your job. Employees undertaking other employment are required to inform Management as there are legal obligations regarding overall work hours. If you wish to engage in outside employment that may create a conflict of interest, you must submit a written request for consideration to the Company Directors. Please be aware that if you do engage in other employment, you are limited under the Organisation of Working Time Act regarding the average number of hours you can work in an average week.

The following types of outside employment are prohibited:

- Employment that conflicts with your work schedule, duties and responsibilities
- Employment that creates a conflict of interest or is incompatible with your position in Michael J Conroy & Sons Ltd
- Employment that impairs your efficiency or has a detrimental effect on your work performance with the Company
- Employment that requires you to conduct work or related activities on Company property or sites during work hours
- Employment that directly or indirectly competes with the business interests of the Company

### **6.14 Loss of Equipment**

The Company may deduct reasonable cost of replacement of tools and protective clothing lost, misplaced or damaged due to carelessness from the employee's weekly or monthly pay.



In accordance with the agreement between the CIF and construction group of unions, the Company may deduct one third of the cost of site safety boots issued.

## Section 7 Compensation and Benefits

### 7.1 Pay

Your rate of pay is outlined in your contract of employment. Increments may be awarded annually, subject to satisfactory performance and availability of funding. Salary increases are discretionary and are not guaranteed.

Payment will be made weekly or monthly by Credit Transfer into your nominated bank account or by cheque if required. Pay cheques should be cashed outside of work hours. All aspects of your compensation and benefits package are strictly private and confidential and should not be discussed with colleagues.

### 7.2 Pension and Retirement

Details of your pension scheme are contained in your contract of employment, if appropriate. The normal age of retirement of the company is 65 years.

### 7.3 EAP

The Employee Assistance Program (EAP) is a confidential and free benefit available to all employees and their families. We strongly encourage any employee who may benefit to use this service. It is a confidential programme at no additional cost that provides you and your family with immediate help and support in managing any work or personal issues you are facing. The range of services include

- Counselling
- Career Guidance
- Consumer advice
- Life Coaching
- Health /Legal/Financial advice

Details on how to access the EAP are displayed at all workplaces on EAP Posters and via the **Staff Portal** on the company website <https://www.mjconroy.com>

## Section 8 Information Technology Policies

### 8.1 E-Mail Policy

This policy defines the management of electronic communications. Electronic mail allows the sending and receipt of messages among employees and between the Company and external clients. Every employee has a responsibility to use e-mail in an appropriate manner and to avoid placing the Company at risk for legal liability.

In order to reduce risks in the use of E-mail the following guidelines are necessary:

1. E-mail should be used as part of normal job responsibilities and must not be used for anything other than Company related communications, except for some modest personal use.
2. Care should be taken when sending confidential information. A message may not go to the intended recipient, this could be damaging to the Company and its clients.

3. Caution should be exercised when attaching documents as downloading files from the Internet increases the risks of infringement of intellectual property and other proprietary rights. Excerpts from external reports may be in breach of copyright.
4. E-mail messages must be professional and reflect Company image. E-mail should be regarded as a formal letter, the recipients of which may be much wider than intended; hence the use of defamatory or disparaging remarks should be avoided. The use of indecent, obscene, discriminatory, sexist, racist or other inappropriate remarks whether in written or cartoon form or otherwise is prohibited and will warrant Disciplinary Action up to and including summary dismissal.
5. An E-mail message may bind the Company contractually without authority of Management being obtained. Employees may not subscribe to electronic services or other contracts on behalf of the Company unless they have authority to do so from Management.
6. If you receive any offensive, pornographic, unpleasant, harassing, discriminatory or intimidating messages, you should contact your Manager so that that we can trace such E-mails as quickly as possible.
7. Any potentially litigious communication that you have received should be kept on hard copy (e.g. contract agreements etc.).
8. Any chain mails received, must be deleted and not forwarded on.
9. Contents of E-mails may be periodically audited and used in any investigations. It is also possible to retrieve and read any erased messages.
10. An employee in breach of policy will be subject to Disciplinary Action up to and including dismissal.
11. Employees should be aware that E-mail messages and attachments could carry viruses that are harmful to the Company and its client's computer systems.
12. All personal data contained in E-mails may be accessible under Data Protection legislation. E-mails should be regarded as potentially public information that carries a risk of legal liability for the sender, the recipient and the Company.

## 8.2 Internet Policy

Internet access enables employees to obtain information specific to their role within the Company and communication with sites appropriate to work. Access is restricted to employee's using it solely for business purposes. Any breaches of Internet policy may result in Disciplinary Action up to and including dismissal. If any potential criminal liabilities arise, the Gardai or other appropriate authority will be informed where appropriate.

To ensure that the guidelines below are met, Michael J Conroy & Sons Ltd reserves the right to monitor your use of Internet, telephone and email with or without your consent. Monitoring of internet use by the company applies to personal use as well as normal business use. The rules associated with Internet use are as follows:

- You may not disclose Company on-line account details, e.g. banking on-line.
- The Internet is for activities that support the Company or professional development of employees. Web surfing, accessing chat rooms, bulletin boards etc is forbidden
- The Internet should not interfere with job responsibilities; this includes spending unreasonable time on the Internet. Internet usage is monitored on a systematic basis
- Where accidental access to an inappropriate site occurs, the employee should inform his/her Manager or Supervisor
- The receipt, accessing, posting, downloading or circulating of any indecent, obscene, pornographic, discriminatory, defamatory or other inappropriate materials may warrant Disciplinary Action up to and including summary dismissal
- The Internet should not be used for personal gain or profit

- It is prohibited to advertise or support unauthorised or illegal activities or to send confidential information without approval.

### **8.3 Social Media Policy**

This policy on social media must be read in conjunction with other employee policies. Particular attention is drawn to the dignity at work, equality, bullying and harassment, internet, e-mail usage, data protection, and business confidentiality policies, all of which are applicable to social media usage.

This policy on social media applies to all employees. Social media is the collective term referring to social and professional networking sites (for example Facebook, LinkedIn, Snapchat), microblogs (such as Twitter), blogs, wikis, boards and other similar online sites and the policy extends to all such sites and incorporates any future developments of such media. Breaches of this policy will be investigated and the organisation retains the right to take disciplinary action, up to and including dismissal.

The policy on social media will depend on the extent to which social media usage is permitted in the workplace.

All IT resources are the organisations, property dedicated to achieving our business objectives. Inappropriate use is not acceptable. Excessive activity is not permitted. Personal use must not interfere with your work commitments.

A limited amount of personal use of the internet and social media is permitted on the organisation's equipment, provided the following rules are observed:

- Employees may access social media sites at work for work related purposes only.
- Personal use must not occur during working time, but instead must occur during break time and outside of your normal working hours;
- Personal use must comply with the requirements and general principles of this policy and all other internet, IT, security and data protection policies.

#### **Applies to all employees**

The organisation recognises that employees use social media tools as part of their daily lives. Employees should always be mindful of what they are posting, who can see it, and how it can be linked back to the organisation and work colleagues.

All employees should be aware that the organisation regularly monitors the internet and social media in reference to its work and to keep abreast of general internet commentary, brand presence and industry/customer perceptions. The organisation does not specifically monitor social media sites for employee content on an ongoing basis; however, employees should not expect privacy in this regard. The organisation reserves the right to utilise for disciplinary purposes any information that could have a negative effect on the organisation or its employees, which management comes across in regular internet monitoring, or is brought to the organisation's attention by employees, customers, members of the public, etc.

All employees are prohibited from using or publishing information on any social media sites, where such use has the potential to negatively affect the organisation or its staff. Examples of such behaviour include, but are not limited to:

- Publishing material that is defamatory, abusive or offensive in relation to any employee, manager, office holder, customer or client of the organisation;
- Publishing any confidential or business-sensitive information about the organisation;

- Publishing material that might reasonably be expected to have the effect of damaging the reputation or professional standing of the organisation.

### Rules regarding usage

All employees must adhere to the following when engaging in social media.

- Be aware of your association with the organisation when using online social networks. You must always identify yourself and your role if you mention or comment on the organisation.
- Where you identify yourself as an employee, ensure your profile and related content is consistent with how you would present yourself with colleagues and clients. You must write in the first person and state clearly that the views expressed are your own and not those of the organisation. Wherever practical, you must use a disclaimer saying that while you work for the organisation, anything you publish is your personal opinion, and not necessarily the opinions of the organisation.
- You are personally responsible for what you post or publish on social media sites. Where it is found that any information breaches any policy, such as breaching confidentiality or bringing the organisation into disrepute, you may face disciplinary action up to and including dismissal.
- Be aware of data protection rules – you must not post colleagues' details or pictures without their individual permission. Photographs of company events should not be posted online. Employees must not provide or use their company password in response to any internet request for a password.
- Material in which the organisation has a proprietary interest – such as software, products, documentation or other internal information must not be transmitted, sold or otherwise divulged, unless the organisation has already released the information into the public domain. Any departure from this policy requires the prior written authorisation of your senior manager.
- Be respectful at all times, in both the content and tone of what you say. Show respect to your audience, your colleagues and customers and suppliers. Do not post or publish any comments or content relating to the organisation or its employees, which would be seen as unacceptable in the workplace or in conflict with the organisation's website. Make sure it is clear that the views and opinions you express are your own.
- Recommendations, references or comments relating to professional attributes, are not permitted to be made about employees, former employees, customers or suppliers on social media and networking sites. Such recommendations can give the impression that the recommendation is a reference on behalf of the organisation, even when a disclaimer is placed on such a comment. Any request for such a recommendation should be dealt with by stating that this is not permitted in line with organisation policy and that a formal reference can be sought through HR, in line with the normal reference policy.
- Once in the public domain, content cannot be retracted. Therefore always take time to review your content in an objective manner before uploading. If in doubt, ask someone to review it for you. Think through the consequences of what you say and what could happen if one of your colleagues had to defend your comments to a customer.
- If you make a mistake, be the first to point it out and correct it quickly. You may factually point out misrepresentations, but do not create an argument.
- It is very important that employees immediately report any inappropriate activity or behaviour regarding the organisation, its employees or third parties. Inform your supervisor or another member of management. All allegations made in good faith will be fully and confidentially investigated. You are required to cooperate with all investigations of alleged policy violations.

- This policy extends to future developments in internet capability and social media usage. In addition to the above rules, there are a number of key guiding principles that employees should note when using social media tools:
  - always remember on-line content is never completely private;
  - regularly review your privacy settings on social media platforms to ensure they provide you with sufficient personal protection and limit access by others;
  - consider all online information with caution as there is no quality control process on the internet and a considerable amount of information may be inaccurate or misleading;
  - at all times respect copyright and intellectual property rights of information you encounter on the internet. This may require obtaining appropriate permission to make use of information. You must always give proper credit to the source of the information used.

### **Specific managerial responsibilities**

- By virtue of their position, managers have particular obligations with respect to general content posted on social media. Managers should consider whether or not personal thoughts they publish may be misunderstood as expressing the organisation's opinions or positions even where disclaimers are used. Managers should err on the side of caution and should assume that their employee/customers will read what is written. A public online forum is not the place to communicate organisation policies, strategies or opinions to employees. Managers should not make 'friend' requests or other similar requests of their team members/customers, as this may place undue pressure on them.

### **Enforcement**

- Non-compliance with the general principles and conditions of this social media policy and the related internet, e-mail and confidentiality policies may lead to disciplinary action, up to and including dismissal. This policy is not exhaustive. In situations that are not expressly governed by this policy, you must ensure that your use of social media and the internet is at all times appropriate and consistent with your responsibilities towards the organisation. In case of any doubt, you should consult with your manager.

## **Section 9 Other**

### **9.1 Open-Door Policy**

The open-door policy is designed to help achieve workplace harmony by resolving issues and concerns in a timely manner. The policy is based on the belief that an honest and open exchange of views and concerns between people results in a solution for most issues. We encourage you to raise a concern or suggestions you have with your Supervisor or any Manager/Director.

### **9.2 Managing Personnel Records**

It is necessary for the Company to collect and retain certain personnel and employment related information, manually or on a computer. It is Company policy to make every effort to ensure that the information recorded is accurate and relevant and that it is stored and managed in a secure environment at all times. In order to ensure that your records are up to date, you are asked to notify the Company in writing of any changes e.g. change of address, dependants, (for health insurance reasons), emergency contacts etc.

The Company may from time to time in the course of administering its business need to process both personal data (including, for example, any information from which you may be identified) and sensitive personal data (including, for example, information relating to health) about you. The Company will process such data in accordance with the applicable data protection legislation including the Data Protection Acts 1988 and 2003 and the General Data Protection Regulation 2018. As an employee you consent to processing of your personal data by the Company.

An employee must not falsify or deliberately give false information on any Company record. Job applications, personnel records, timesheets, expense reports and all other records must be completed truthfully without omission of important facts.

### **9.3 Training and Development**

Training and Development is Management responsibility and is an ongoing process aimed at fulfilling Company needs. The Company intends to ensure that all new employees receive safety induction. Employees are obliged to co-operate fully with Company training policy.

If the Company requires you to attend a mandatory external training course, any expenses incurred will be reimbursed and you will be paid for work hours spent training.

If you wish to attend an external course that you believe will enhance your job performance, a request for reimbursement of costs may be made. Applications will be considered based on the relevance of the course and availability of resources. Payment of work hours for training time and expenses are discretionary. Such requests should be written and presented through your Supervisor or Manager for approval and should include:

- Description of the course and how it will benefit the Company going forward
- Summary of costs and expenses
- Proof of passing exams

### **9.4 CCTV Policy**

The purpose of this policy is to regulate the use of any Closed-Circuit Television (CCTV) when monitoring activity at company offices and company sites. The system will comprise of a number of cameras installed at strategic locations. The cameras are fully operational.

#### **Definitions**

Data Controller – means David Conroy, C/O MJ Conroy, Industrial Estate, Kilmaine Road, Ballinrobe, Co. Mayo

#### **Objectives of the CCTV System**

- Protect company property assets at all times.
- Promote the health and safety of personnel and visitors
- Support An Gardaí Siochana in a bid to deter and detect crime; and
- Assist identifying, apprehending and prosecuting offenders.

#### **General Principles of Operation**

The information obtained by CCTV is controlled in accordance with the Data Protection Acts 1988 and 2003.

Signage has been at each location in which CCTV cameras are situated to inform that CCTV is in operation.

The CCTV system will be operated fairly, within the law, and only for the purposes for which it was established.

### **Operation of the System**

The recording system can only be accessed by authorised personnel from Michael J Conroy & Sons Ltd and from the Installation and Maintenance company of the system). The system is housed in a secure location. The system may be accessed remotely using a unique password only available to Michael J Conroy & Sons Limited and the system Installation/Maintenance Company.

### **Data Protection, Storage and Retention**

The data captured from the CCTV cameras is securely stored as electronic data in the secure room. Typically, this data is recorded on a loop and will be retained for an estimated 7 days. It will be overwritten after this period. The secure room is a restricted area. The storage recorder is password protected.

### **Access Requests**

Access to the CCTV system will be restricted to authorised personnel only (as indicated above). In relevant circumstances, CCTV footage may be accessed;

- By An Garda Siochana where they require CCTV footage for a specific investigation. All requests must be submitted in writing to the Data Controller as per the requirements of section 8 of the Data Protection Act.
- For practical purposes, and to expedite a request speedily in urgent situations, a verbal request may be sufficient to allow for the release of the footage sought. However, such verbal requests must be followed up with a formal written request.
- There is a distinction between a request by An Garda Siochana to view CCTV footage and to download copies of CCTV footage. In general, An Garda Siochana making a request to simply view footage on the premises would not raise any specific concerns from a data protection perspective.

Any person whose image has been recorded has the right to be given a copy of the information recorded providing that such image/ recording exists (i.e. provided it has not been deleted) and provided that an exemption/ prohibition does not apply to the release. To exercise that right, a person must provide photographic ID and make an application in writing providing certain information to the Data Controller such as data, time, location and duration of the recording. The cost of making an application is €6.35 and will be borne by the applicant. Requests must be responded to by the Data Controller within 40 days.

### **Access Requests can be made to;**

The Data Controllers  
Michael J Conroy & Sons Ltd.,  
Industrial Estate,  
Kilmaine Road,  
Ballinrobe,  
Co. Mayo.

More information on access requests can be found on the Data Protection Commissioners website.



This policy will be reviewed and updated regularly to take into account changing data protection legislation or guidelines from the Data Protection Commissioner, An Garda Síochana, and relevant bodies.

## 9.5 Data Protection Policy

**Michael J Conroy & Sons Limited** (*hereinafter referred to as the “Company”*) needs to collect personal information to effectively carry out our everyday business functions and activities and to provide the products and services defined by our business type. Such data is collected from employees, customers, suppliers and clients and includes (*but is not limited to*), name, address, email address, data of birth, identification numbers, private and confidential information, sensitive information and bank/credit card details.

In addition, we may be required to collect and use certain types of personal information to comply with the requirements of the law and/or regulations, however we are committed to processing all personal information in accordance with the **General Data Protection Regulation (GDPR)**, **Irish data protection laws** and any other relevant the data protection laws and codes of conduct (*herein collectively referred to as “the data protection laws”*).

The Company has developed policies, procedures, controls and measures to ensure maximum and continued compliance with the data protection laws and principles, including staff training, procedure documents, audit measures and assessments. Ensuring and maintaining the security and confidentiality of personal and/or special category data is one of our top priorities and we are proud to operate a '**Privacy by Design**' approach, assessing changes and their impact from the start and designing systems and processes to protect personal information at the core of our business.

### Purpose

The purpose of this policy is to ensure that the Company meets its legal, statutory and regulatory requirements under the data protection laws and to ensure that all personal and special category information is processed compliantly and, in the individuals, best interest.

The data protection laws include provisions that promote accountability and governance and as such the Company has put comprehensive and effective governance measures into place to meet these provisions. The aim of such measures is to ultimately minimise the risk of breaches and uphold the protection of personal data. This policy also serves as a reference document for employees and third-parties on the responsibilities of handling and accessing personal data and data subject requests.

### Scope

This policy applies to all staff within the Company (*meaning permanent, fixed term, and temporary staff, any third-party representatives or sub-contractors, agency workers, volunteers, interns and agents engaged with the Company in Ireland or overseas*). Adherence to this policy is mandatory and non-compliance could lead to disciplinary action.

## Section 10 Forms

## Adoptive & Additional Adoptive Leave Form

Complete no less than 4 weeks prior to start date of adoptive leave

Name: \_\_\_\_\_  
(BLOCK CAPITALS)

Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\*\*\*\*\*

### **Adoptive Leave**

Proposed start date of Adoptive Leave: \_\_\_\_/\_\_\_\_/\_\_\_\_

Proposed Return date: \_\_\_\_/\_\_\_\_/\_\_\_\_      Number of weeks: \_\_\_\_\_

Name of child: \_\_\_\_\_ D.O.B. \_\_\_\_\_

\*\*\*\*\*

### **Additional Adoptive Leave**

Proposed start date of Additional Adoptive Leave: \_\_\_\_/\_\_\_\_/\_\_\_\_

Proposed Return date: \_\_\_\_/\_\_\_\_/\_\_\_\_      Number of weeks: \_\_\_\_\_

Name of child: \_\_\_\_\_ D.O.B. \_\_\_\_\_

\*\*\*\*\*

I hereby give notice of my intention to take Adoptive Leave/Additional Adoptive Leave under the Adoptive Leave Policy. I have read the policy and understand that the purpose of the leave is to enable me to take unpaid leave from work to take care of the above named child. I also understand any abuse of this leave may result in leave being terminated and Disciplinary Action.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Approved By:**

Director/Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*In the case of an Irish adoption please attach a certificate of placement to this form. In the case of a foreign adoption, a declaration of eligibility must be attached.*

## Carers Leave Form

(Complete no less than 6 weeks prior to proposed date of leave)

Name: \_\_\_\_\_ (BLOCK CAPITALS)

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Status: Full Time/Part Time      Hours of work: \_\_\_\_\_

### Carer's Leave Block's:

(If just one block is planned to date, complete No. 1 only.)

1.      Proposed start date of Carers Leave: \_\_\_\_/\_\_\_\_/\_\_\_\_  
                  Proposed Return date: \_\_\_\_/\_\_\_\_/\_\_\_\_      Number of weeks: \_\_\_\_\_  
                  Name of care recipient: \_\_\_\_\_
  
2.      Proposed start date of Carers Leave: \_\_\_\_/\_\_\_\_/\_\_\_\_  
                  Proposed Return date: \_\_\_\_/\_\_\_\_/\_\_\_\_      Number of weeks: \_\_\_\_\_  
                  Name of care recipient: \_\_\_\_\_
  
3.      Proposed start date of Carers Leave: \_\_\_\_/\_\_\_\_/\_\_\_\_  
                  Proposed Return date: \_\_\_\_/\_\_\_\_/\_\_\_\_      Number of weeks: \_\_\_\_\_  
                  Name of care recipient: \_\_\_\_\_

**I hereby wish to apply for Carers Leave under the Carer Leave Policy. I have read the policy and understand the purpose of the leave is to enable me to look after the above named care recipient. I also understand any abuse of this leave may result leave being terminated and Disciplinary Action.**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\*\*\*

### Confirmation of Carer's Leave

Approved start date of Carer's leave: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved return date: \_\_\_\_/\_\_\_\_/\_\_\_\_      Number of weeks: \_\_\_\_\_

**Director/Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Force Majeure Leave Form

(To be completed by employee on return to work)

Employee Name: \_\_\_\_\_  
(BLOCK CAPITALS)

Date(s) of Force Majeure Leave: \_\_\_\_\_

Name and address of injured/ill person: \_\_\_\_\_

Relationship to employee: \_\_\_\_\_

Details of injury/illness: \_\_\_\_\_

I confirm that I have taken Force Majeure Leave on the above date(s) for urgent family reasons, owing to the injury/illness of the person specified above, my immediate presence at that person's address was indispensable.

### DECLARATION

I declare that the information given above is true, accurate and complete and I understand and accept that if this is not the case, I may be liable to Disciplinary Action.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

Application Approved

☐

Application Declined

☐

If Application is Declined state reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Director/Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Medical Care Leave Form

(To be completed by employee on return to work)

Employee Name: \_\_\_\_\_ (BLOCK CAPITALS)

Date(s) of Medical Care Leave: \_\_\_\_\_

**Please indicate the person who is in need of significant care or support for a serious medical reason (Tick as appropriate)**

- Child (including an adopted child) ☐
- Spouse or Civil Partner ☐
- Cohabitant ☐
- Parent or Grandparent ☐
- Brother or Sister ☐
- A person other than specified above who resides with the employee ☐

**Please give a statement of facts entitling you to take Medical Care Leave for this person:**

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On return to work please provide relevant evidence of the medical need for the leave.

- A medical certificate signed by a doctor (This does not need to state the nature of the medical condition, just a statement of fact that the person is, or was, in need of significant care or support for a serious medical reason.)
- If you do not have a medical certificate please provide other evidence in order to show that the person is, or was, in need of significant care or support for a serious medical reason.

### DECLARATION

**I wish to apply to take Medical Care Leave for the purposes of providing significant care or support for a serious medical reason related to the above person. I declare that the information given above is true, accurate and complete and I understand and accept that if this is not the case, I may be liable to Disciplinary Action.**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

Application Approved

☐

Application Declined

☐

**If Application is Declined state reason:**

---



---

Director/Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Notification of Additional Maternity Leave**  
(To be completed 4 weeks prior to original return to work date)

Employee Name: \_\_\_\_\_  
(BLOCK CAPITALS)

**Under the Maternity Protection Act, 1994 and 2004 Amendment, I hereby give notice of my intention to take 16 weeks additional unpaid Maternity Leave.**

Commencing on: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

My revised return to work date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\*\*\*\*\*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Received By (Director/Manager): \_\_\_\_\_

Date of receipt of notice: \_\_\_\_\_



**Confirmation of Return from Maternity Leave**  
(To be completed 4 weeks prior to return date)

Employee Name: \_\_\_\_\_

(BLOCK CAPITALS)

I hereby give notice of my intention to return to work on: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\*\*\*\*\*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Received By (Director/Manager): \_\_\_\_\_

Date of receipt of notice: \_\_\_\_\_

## Parental Leave Form

(To be completed no less than 6 weeks prior to proposed start date of Leave)

*\*Attach copy of Birth Certificate or Adoption Order*

Name: \_\_\_\_\_ (BLOCK CAPITALS)

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Status: Full Time/Part Time      Hours of work \_\_\_\_\_

Parental Leave entitlement

Less Parental Leave taken in previous employment \_\_\_\_\_

Total Parental Leave entitlement \_\_\_\_\_

=====

### Parental Leave Blocks (If just one block is planned to date, complete No. 1 only.)

1. Proposed start date of Parental Leave: \_\_\_\_/\_\_\_\_/\_\_\_\_

Proposed Return date: \_\_\_\_/\_\_\_\_/\_\_\_\_      Number of weeks: \_\_\_\_\_

Name of child: \_\_\_\_\_      D.O.B. \_\_\_\_\_

2. Proposed start date of Parental Leave: \_\_\_\_/\_\_\_\_/\_\_\_\_

Proposed Return date: \_\_\_\_/\_\_\_\_/\_\_\_\_      Number of weeks: \_\_\_\_\_

Name of child: \_\_\_\_\_      D.O.B. \_\_\_\_\_

3. Proposed start date of Parental Leave: \_\_\_\_/\_\_\_\_/\_\_\_\_

Proposed Return date: \_\_\_\_/\_\_\_\_/\_\_\_\_      Number of weeks: \_\_\_\_\_

Name of child: \_\_\_\_\_      D.O.B. \_\_\_\_\_

***I hereby give notice of my intention to take Parental Leave under the Parental Leave Policy. I have read the policy and understand that the purpose of the leave is to enable me to take unpaid leave from work to look after the above name child. I have disclosed any Parental Leave taken in previous employment. I understand any abuse of this leave may result in the leave being terminated and I may be subject to Disciplinary Action.***

Employee Signature: \_\_\_\_\_      Date: \_\_\_\_\_

\*\*\*\*\*

### Confirmation of Parental Leave

Approved start date of Parental Leave: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved return date: \_\_\_\_/\_\_\_\_/\_\_\_\_      Number of weeks: \_\_\_\_\_

Employee Signature: \_\_\_\_\_      Date: \_\_\_\_\_

Director/Manager Signature: \_\_\_\_\_      Date: \_\_\_\_\_

**Parental Leave Postponement Form****(To be completed by employee no later than 4 weeks before proposed start of leave)**Name: \_\_\_\_\_  
(BLOCK CAPITALS)

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Status: Full Time/Part Time      Hours of Work: \_\_\_\_\_

Reasons for Postponement:

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Revised start date of Parental Leave: \_\_\_\_/\_\_\_\_/\_\_\_\_

Revised return date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Number of weeks: \_\_\_\_\_

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Manager/Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Parents Leave Form

(To be completed no less than 6 weeks prior to proposed date of Leave)

Employee Name: \_\_\_\_\_ (BLOCK CAPITALS)

Status: Full Time/Part Time      Hours of work \_\_\_\_\_

Parents Leave entitlement

Less Parents Leave taken in previous employment \_\_\_\_\_

Total Parents Leave entitlement  
=====

Name of child: \_\_\_\_\_

D.O.B./Date of Placement \_\_\_\_\_

**Please give details of the manner in which you propose to take the leave:**

Week 1 from: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

Week 2 from: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

Week 3 from: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

Week 4 from: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

Week 5 from: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

Week 6 from: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

Week 7 from: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

Week 8 from: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

Week 9 from: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

***The 9 weeks Parents Leave may be taken as (a) continuous period of 9 weeks or (b) separate blocks of not less than 1 week.***

***I hereby give notice of my intention to take Parents Leave under the Parents Leave Policy. I have read the policy and understand that the purpose of the leave is to enable me to take unpaid leave from work to look after the above named child. I have disclosed any Parents Leave taken in previous employment. I understand any abuse of this leave may result in the leave being terminated and I may be subject to Disciplinary Action.***

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director/Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Please Attach copy of Birth Certificate or Adoption Order*

## **Paternity Leave Form**

**(Complete no less than 4 weeks prior to start date of leave)**

Name: \_\_\_\_\_  
(BLOCK CAPITALS)

Employee number: \_\_\_\_\_ Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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### **Paternity Leave**

Entitlement:

Proposed start date of Paternity Leave: \_\_\_\_/\_\_\_\_/\_\_\_\_

Proposed Return date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of child: \_\_\_\_\_

D.O.B./Placement Date: \_\_\_\_\_

\*\*\*\*\*

I hereby give notice of my intention to take Paternity Leave under the Paternity Leave Policy. I have read the policy and understand that the purpose of the leave is to enable me to take unpaid leave from work to take care of the above named child. I also understand any abuse of this leave may result in leave being terminated and Disciplinary Action.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approved By:**

Director/Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please provide a birth certificate for the above named child. In the case of an Irish adoption please provide a certificate of placement to this form.*

## Flexible Working (FW) Form

(To be completed by employee 8 weeks before proposed start date)

Employee Name: \_\_\_\_\_

(BLOCK CAPITALS)

Proposed Start Date of FW: \_\_\_\_\_

Finish Date of FW: \_\_\_\_\_

**The person I intend to care for is in need of significant care or support for a serious medical reason. Please indicate the person for whom you are intending to provide care (Tick as appropriate)**

- Child (including an adopted child) ☐
- Spouse or Civil Partner ☐
- Cohabitant ☐
- Parent or Grandparent ☐
- Brother or Sister ☐
- A person other than specified above who resides with the employee ☐

**The type of flexible arrangement I am seeking is as follows:**

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Please note that if the form of flexible working sought is remote working then the location requirements under the legislation and the WRC Code of Practice apply. Please include details of the remote working location below.

**The proposed location for my remote working is** \_\_\_\_\_

**I believe this location is suitable for remote working under the WRC Code of Practice on Flexible and Remote Working for the following reasons;**

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Please enclose the following in support of your application:

- Child's birth certificate or a certificate of placement in the case of an adopted child; Or
- Details of my relationship with the person who is in need of care
- The nature of the significant care or support that is required
- Relevant evidence relating to the need of the person for significant care i.e. a medical certificate stating that the person is in need of significant care for a serious medical reason and signed by a doctor or other suitable evidence

**DECLARATION**

I wish to apply for FW arrangements. I confirm that I have or will have completed 6 months continuous employment with MJ Conroy Construction on or before the proposed start date of the requested FW arrangement.

I confirm that I am an employee who is a parent or guardian of a child and who is or will be providing care to that child Or Am an employee who is or will be providing personal care or support to a person in need of significant care or support for a serious medical reason

I declare that the information given above is true, accurate and complete and I understand and accept that if this is not the case, I may be liable to Disciplinary Action.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Application Approved

☐

Application Declined

☐

If Application is Declined state reason(s):

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Director/Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Remote Working Application Form

(To be completed by employee 8 weeks before proposed start date)

Employee Name:

(BLOCK CAPITALS)

Proposed Start Date:

Expiry Date:

(If applicable)

The following sets out my reasons for requesting remote working. Employees are encouraged to provide as much relevant information as possible with their request so that it can be fully considered. This is your opportunity to explain your individual specific reasons for requesting remote working. This will be used to help us fully consider your work-life balance.

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For remote working applications the location requirements under the legislation and the WRC Code of Practice apply. (See notes below)

Please include details of the remote working location below. The proposed location for my remote working is \_\_\_\_\_

I believe this location is suitable for remote working under the WRC Code of Practice on Flexible and Remote Working for the following reasons;

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I will comply with the relevant company policies such as ICT Usage, Data Protection and Privacy, Diversity and Equality, Grievance and Disciplinary, Health and Safety, protecting confidential company information and IP etc.

I wish to apply for remote working as provided for in the Work Life Balance and Miscellaneous Provisions Act, 2023. I confirm that I have or will have completed 6 months continuous employment with MJ Conroy Construction on or before the start of the requested remote working arrangement.

I declare that the information given above is true, accurate and complete and I understand and accept that if this is not the case, I may be liable to Disciplinary Action.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\*\*\*\*\*

**Application Approved**

☐

**Application Declined**

☐

**If Application is Declined state reason(s):**

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**Director/Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

#### **Note on Location Suitability**

Information on the suitability of the proposed location which should include information on the following, where relevant;

- That the workstation is suitably equipped and configured to enable the employee to perform their role and duties effectively to the required standard;
- The distance of the proposed remote workplace to the employer's onsite place of work is agreeable to the employer;
- A suitable workstation that provides adequate privacy;
- A commitment to ensuring that company data and intellectual property is secure and protected in accordance with employer policies;
- An agreement to complying with employee obligations, and to cooperating with employer obligations in ensuring compliance with the Safety, Health and Welfare at Work Act 2005;
- An agreement to a risk assessment and, if approved, to make no subsequent substantive changes to the workstation without authorisation;
- An agreement to demonstrate compliance with, but not limited to, data protection, data security, confidentiality GDPR, IT, social media, email, protection of intellectual property company policies and measures;
- The availability of relevant equipment and technology at the proposed location and agreement to ensuring that equipment is used appropriately;
- Confirmation of adequate and secure internet connection to perform the role which may need to be assessed by the company's IT department.
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## Acknowledgement of Receipt of Employee Handbook

**I acknowledge receipt of Michael J Conroy & Sons Ltd Employee Handbook. I understand that this is not a complete statement of Company policies and procedures, but a summary guide only.**

Employee Name: \_\_\_\_\_  
(BLOCK CAPITALS)

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director/Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

**The Company reserves the right to alter this Employee Handbook including details of policies, procedures and benefits from time to time. You will be notified in writing of any changes.**

**Please sign and return to your Manager or Supervisor for filing.**

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### Amendments Control Table

Revision Number	Revision Date	Revision Detail	Prepared by
Revision 1	September 2008	<ul style="list-style-type: none"> <li>Initial Issue</li> </ul>	Edel Kelly
Revision 2	November 2012	<ul style="list-style-type: none"> <li>Carried out a review of Revision 1 and incorporated the company employment Policy &amp; Procedures into the company employee Handbook</li> </ul>	Edel Kelly
Revision 3	March 2014	<ul style="list-style-type: none"> <li>Amended reference in document to MJ Conroy Construction as a registered business name of Michael J Conroy &amp; Sons Limited</li> </ul>	David Conroy
Revision 4	May 2018	<ul style="list-style-type: none"> <li>Updated in line with legislation and case law changes. Including the addition of new Social Media and CCTV Policies</li> </ul>	Louise Boyle/ David Conroy
Revision 5	May 2019	<ul style="list-style-type: none"> <li>1.2 Added</li> <li>1.3 Added</li> <li>4.1 Amended</li> <li>4.2 Amended</li> <li>4.3 Amended</li> <li>4.4 Added</li> <li>4.8 Amended</li> <li>4.10 Amended</li> </ul>	David Conroy
Revision 6	August 2023	<ul style="list-style-type: none"> <li>2.4 Amended (Annual Leave)</li> <li>2.5 Amended (Public Hols)</li> <li>2.6 Amended (P/Time Employees)</li> <li>2.7 Amended (Agency)</li> <li>2.9 Amended (Probation)</li> <li>2.10 Added (SSP Policy)</li> <li>3.1 Amended (Maternity Leave)</li> <li>3.2 Amended (Parental Leave)</li> <li>3.3 Amended (Paternity Leave)</li> <li>3.4 Added (Parents Leave)</li> <li>3.5 Amended (FM Leave)</li> <li>3.6 Added (Med Care Leave)</li> <li>3.7 Amended (Carers Leave)</li> <li>3.8 Amended (Adoptive Leave)</li> <li>4.8 Amended (Safety Induction)</li> <li>4.9 Amended (Safety Rep.)</li> <li>4.10 Added (Part. &amp; Engagement)</li> <li>4.11 Amended (Emergency Prep.)</li> <li>4.12 Added (MH &amp; W Being)</li> <li>4.13 Added (Covid)</li> <li>4.14 Added (WFH)</li> <li>4.15 Added (Right to Disconnect)</li> <li>5.4 Amended (Harr.)</li> <li>6.7 Added (Att. Work Social Events)</li> <li>7.3 Added (EAP)</li> <li>S10 Amended (Adoptive Leave Form)</li> <li>S10 Amended (FM Leave Form)</li> <li>S10 Amended (ML. Leave Form)</li> <li>S10 Added (Medical Care Leave Form)</li> <li>S10 Added (Parents Leave Form)</li> <li>S10 Added (Paternity Leave Form)</li> </ul>	Edel Kelly/ David Conroy

Revision 7	June 2024	<ul style="list-style-type: none"><li>• 2.10 Amended (SSP Policy)</li><li>• 3.1 Amended (Maternity Leave)</li><li>• 3.4 Amended (Parents Leave)</li><li>• 3.11 Added (D. Violence Leave)</li><li>• 4.12 Amended (MH &amp; W Being)</li><li>• 4.14 Amended (Work/Life Balance Policy replaces Working Remotely)</li><li>• 4.16 Added Menopause Policy</li><li>• S10 Amended (Parents Leave Form)</li><li>• S10 Added (FW Request Form)</li><li>• S10 Added (Remote Working Form)</li></ul>	Edel Kelly/ David Conroy
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**This Employee Handbook is the property of:**

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