



# Employee Handbook

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# 1 Introduction

The Ecole Franco Irlandaise, trading as Lycée Français d'Irlande (LFI), is a French teaching institution, approved by the French Department of Education and attached to the Agency for French Teaching Abroad (l'Agence pour l'Enseignement Français à l'Étranger - AEFÉ) through a convention.

This employee handbook sets out the LFI human resource (HR) policies. This employee handbook exists in addition to employees' written terms and conditions or contracts, and will be updated in a regular fashion ensuring employees are constantly informed of new or amended policies.

This employee handbook provides clear guidance to all LFI employees on the school's policies and aims to make easily accessible to employees the benefits they are entitled to. When any changes are made to the employee handbook, all employees will be informed and will be provided with an updated electronic copy of the handbook.

## 1.1 Welcome

As an Employee of Ecole Franco Irlandaise Ltd, you will receive a written statement of terms and conditions of employment. This document outlines general terms and conditions of employment and is a confidential document between the employee and Ecole Franco Irlandaise Ltd (hereinafter called *The School*). Please read this Statement carefully and sign to signify acceptance of the terms and conditions of employment. A copy should be retained by the employee, and a second copy will be retained by The School.

## 1.2 Purpose of this Handbook

This handbook contains company information and a summary of the *School* policies which are correct at the date of print. Employees should note that all policies are subject to change and variation from time to time; employees are advised to check with the management team to ensure that they have access to the most up-to-date information.

The handbook is designed to give clear advice to employees, facilitate access to employee benefits and also to create a culture where issues are dealt with fairly and consistently. This is a guide to employee terms and conditions of employment and should be read in conjunction with individual terms and conditions of employment. The handbook provides employees with important information relating to the School's policies, procedures and rules.

The information contained in this handbook applies to all our employees. Following the policies described in this handbook is considered a condition of continued employment. Failure to do so may result in the disciplinary procedures being invoked. The contents of this handbook shall not constitute nor be construed as a promise of employment or as a contract between the School and any of its employees.

Employees are responsible for reading, understanding, and complying with the provisions of this handbook and should sign and return the confirmation of receipt and understanding.

The School reserves the right to make reasonable changes to any terms and conditions of employment. The School will notify employees in writing of such changes at the earliest opportunity or in any event no more than one month after such change has taken place. Any changes will be deemed to have been accepted unless written notification of any objection has been received before the end of any notification period. Such notification period will be one month post employee notification, unless otherwise stated.

Whilst this handbook aims to provide a comprehensive guide to the School's terms and conditions of employment, your offer of employment letter, statement of employment and/or other company policies and procedures may provide more authoritative details.

## 1.3 Company Background and Mission Statement

The Lycée Français d'Irlande is a French teaching institution, approved by the French Department of Education and attached to the Agency for French Teaching Abroad (l'Agence pour l'Enseignement Français à l'Étranger - AEFÉ) through a

convention.

The LFI is on two sites and educates about 500 children. The primary school, which includes the maternelle classes, is situated in Foxrock. The secondary classes are in Clonskeagh where they share the campus with our partner, the German school St. Kilian's.

The LFI is a unique place of education. From primary school on, the pupils are immersed in a multicultural and bilingual environment. Innovative and creative teaching programmes allow the children to be educated in these favourable learning conditions.

LFI follows the teaching programmes of the French Minister for National Education while taking into account the local environment and the pupils themselves. Mastery of the French language, the teaching language, and its expansion are at the heart of the syllabus. Workshops for small groups in the primary school and junior cycle allow the pupils for whom it is not their mother tongue to make rapid progress. In the same way, the modern languages policy emphasises English, the language of our host country. Thus, every pupil follows an individual progression from the beginning of their schooling.

In 5e (First Year), the pupils join the EURO CAMPUS, run jointly with our partner St. Kilian's. French, German, Irish and pupils of other nationalities take part in these classes. At the end of 3e (Third Year), the children sit two exams, the French Diplôme National de Brevet (DNB) and the Irish Junior Certificate. In this way LFI is a school which develops European citizenship every day and offers its pupils a real road to success.

In the classes of senior cycle, the pupils can continue their internationally flavoured programme with the European Section or the International Section (Option Internationale du Baccalauréat, OIB section américaine).

Our teaching mission cannot be separated from our educational mission. We are forming the citizens of tomorrow, ambitious, curious, conscious of their rights and their duties, open to the world around them with its political, economic, cultural and ecological challenges. We are proud to uphold together the values of equality, tolerance, respect and sharing which are part of our school system.

The LFI is committed to the long term development of the school. We value all our employees and will endeavour to create a safe and positive working environment where all employees are treated with dignity and respect. We recognise the need for flexibility of operations dictated by rapidly changing economic and other conditions. It is our belief that our employees are honest and trustworthy and should be treated with respect and confidence.

## 1.4 Employment Records

Employment records are very important. They contain all relevant information pertaining to your employment including address, telephone number, emergency contact details, educational attainments etc. It is most important that these records are kept up to date. Employees should notify the School of any changes that might affect their employment record.

### **Data Protection**

The purpose of this policy is to outline employees' and employers' rights and responsibilities under the Data Protection Act 1988, the Data Protection (Amendment) Act 2003 and the General Data Protection Regulation 2018 (GDPR). The School is committed to complying with its legal obligations with regard to data protection legislation.

Data protection legislation imposes obligations on data processors and data controllers regarding how they process personal data and sensitive personal data. The purpose of this policy is to assist the School to meet its statutory obligations as a data processor and/or a data controller, to explain those obligations to employees and to inform data subjects how their data will be processed. The GDPR applies to organisations' that:

- are established in one or more Member State(s);
- process personal data (either as controller or processor, and regardless of whether or not the processing takes place in the EU) in the context of that establishment.

### **Scope**

This policy applies to all employees of the School.

### **Policy**

Under data protection legislation, employees have a right to receive information on data collection, access their personal data, have inaccuracies corrected, have information erased and have a right to data portability.

Personnel records held by employers come within the terms of data protection legislation. Employees can make access requests for information held about them. All employees are required to process personal data in line with this policy.

## Data Protection Principles

The School will comply with the data protection principles set out in the General Data Protection Regulation, 2018.

The School ensures that all data is:

- **Obtained and processed lawfully, fairly and in a transparent manner.**

The School will meet this obligation by informing employees of the purpose(s) for which their data is being processed as well as the legal basis for the processing; to whom their data may be disclosed and whether the School intends to transfer data to a third country or international organisation outside the EEA or not.

Where processing is necessary for the purposes of the legitimate interests of the School, the School will inform employees of the legitimate interests being pursued. Where the School intends to record activity on CCTV, signage will be posted in full view.

The School will adopt appropriate data protection notices at the point of data capture e.g. application forms.

- **Collected for specified, explicit and legitimate purposes and not be further processed in a manner that is incompatible with those purposes.**

The School will obtain data for purposes which are specific, lawful and clearly stated. The School will inform employees of the reasons they collect their data and will inform them of the uses to which their data will be put. Should the School subsequently intend to use the data for another purpose, the consent of the employee concerned will be sought prior to doing so unless a relevant exemption applies.

Data relating to employees will only be processed in a manner consistent with the purposes for which it was collected. Information will only be disclosed on a need to know basis, and access to it will be strictly controlled.

The School will not share employee personal information for direct marketing purposes.

- **Adequate, relevant and limited to what is necessary in relation to the purposes for which data are processed.**

The School will ensure that the data it processes are relevant to the purposes for which those data are collected. Any personal data which is not required will not be collected in the first instance. Prior to obtaining personal data, the School will ensure that the information sought is essential for the purpose for which data is being obtained and that data will not be kept for longer than is necessary for the purpose for which it was collected.

- **Accurate and up to date.**

The School is required to keep Employee data accurate and up to date. The School will meet this obligation by:

- Obtaining and processing only the necessary amount of information required to provide an adequate service;
- Conducting periodic reviews to ensure that relevant data is kept accurate and up-to-date;
- Conducting regular assessments in order to establish the need to keep certain personal data.

If an employee informs the School of a change in their personal information the School will ensure this information is updated on all the School's internal systems and that all third party providers are notified of this change where necessary.

- **Limited retention in a format that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.**

The School will ensure that the data is kept in a form that permits identification of employees for no longer than is necessary for the purposes for which the personal data is being processed.

Personal data is retained for a period of time to meet certain legal obligations.

For employment statutes generally, a 3 years' retention period is applicable. Other retention periods apply regarding:

- Employment permit records- 5 years (or a period equal to duration of employment – whichever is longer);
- Parental leave records - 8 years;
- Accident records - 10 years.

Once the respective retention period has elapsed, the School undertakes to destroy or erase personal data.

- **Secure and confidential processing of data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.**

The School will undertake appropriate technical and organisational measures in order to protect the personal data under its care. Appropriate security measures will be taken to protect against unauthorised access, modification, unlawful processing, accidental loss, destruction of any personal data held by the School in its capacity as data controller.

Only employees with a genuine reason for doing so may gain access to the information. Sensitive personal data is securely stored under lock and key in the case of manual records and protected with firewall software and password protection in the case of electronically stored data.

Portable devices storing personal data (such as laptops) should be encrypted and password protected before they are removed from the School's premises. Confidential information will be stored securely and, in relevant circumstances, it will be placed in a separate file which can easily be removed if access to general records is granted to anyone not entitled to see the confidential data.

Employees are also expected to keep personal data secure by adopting the following measures:

- Using secure lockable desks and cupboards. Desks and cupboards should be kept locked if they hold personal data.
- Paper documents should be shredded.
- Data users should ensure that individual monitors do not show personal data to passers-by and that they log off from their PC when it is left unattended.

If the School discovers that there has been a data security breach that poses a risk to the rights and freedoms of individuals, it will report it to the Data Protection Commissioner within 72 hours of discovery. If the breach is likely to result in a high risk to the data protection rights and freedoms of an employee, it will inform affected individuals that there has been a breach and provide them with information about its likely consequences and the mitigation measures it has taken.

- **The School is committed to being accountable, liable and to complying with the Data Protection Principles.**

#### **Purposes for which Staff Records are Held**

Staff records are provided to the School by employees by way of a contractual and statutory requirement for the following purposes:

- the management and administration of the School;
- to facilitate the payment of salaries, and calculate other benefits/entitlements (including reckonable service for the purpose of calculation of pension payments, entitlements and/or redundancy payments where relevant);
- human resources management generally;
- to enable the School to comply with its legal obligations as an employer including the preservation of a safe, efficient working environment (including complying with its responsibilities under the Safety, Health and Welfare At Work Act 2005 and the 2007 Health and Safety Regulations).

#### **Collection and Storage of Data**

This policy applies to all personal and sensitive personal data collected, processed and stored by the School. In the course of its activities and in order to carry out its function, the School processes personal data from a variety of sources. These sources include its employees, volunteers, service providers and suppliers in addition to its pupils and their families. Data from other data subjects may also be processed by the School in the course of its activities.

The main categories of personal data held by the School may include:

- Name, address and contact details, PPS number
- Details of approved absences (career breaks, maternity, parental leave, study leave etc.)
- Details of work record
- Details of any accidents/injuries sustained on the School's property or in connection with the staff member carrying out their duties
- Details of salary and other benefits
- Personnel records including contract and offer letters, performance management information and, if applicable, records of any interactions under the headings of grievance and discipline
- Training courses completed and qualifications awarded
- Occupational health reports and sick certificates
- CCTV data
- Email system data
- Financial data

- Human resources data
- Records of application and appointment to posts, promotions

The School will ensure that personal data will be processed in accordance with the principles of data protection, as described in the data protection legislation.

Personal data is normally obtained directly from the employee concerned. In certain circumstances it will, however, be necessary to obtain data from third parties e.g. references from previous employers.

### **Data Processing in line with Employees' Rights**

The School will process data in line with employees' right to:

- receive certain information regarding the collection and further processing of their personal data;
- request access to any data held about them by a data controller;
- have inaccurate data corrected;
- have information erased;
- object to the processing of their data for direct-marketing purposes;
- prevent processing that is likely to cause damage or distress to themselves or anyone else;
- restrict the processing of their information;
- where processing is based on consent, withdraw that consent at any time;
- data portability;
- object to automated decision-making and profiling.

### **Right to opt-out**

The School will inform individuals that information is being collected and used for these purposes prior to doing so. Individuals have the right to object to any specific type of data processing. Where such objection is justified, the School will cease processing the information unless it has a legitimate business interest that prevents this.

### **Right to be forgotten**

Employees may request that any information held on them be deleted or removed if there is no legitimate reason for the School to keep it. Any third parties who process or use that data will comply with the request.

### **Storage of personal data**

Personal data kept by the School shall normally be stored on the employee's personnel file or HR electronic database. Highly sensitive data such as medical reports will be stored in a separate file in order to ensure the highest levels of confidentiality.

The School will ensure that only authorised personnel have access to an employee's personnel file. The employee's manager or supervisor may have access to certain personal data where necessary.

The School has appropriate security measures in place to protect against accidental or unlawful destruction or accidental loss, alteration, unauthorised disclosure or access.

### **Changes in Personal Details**

Employees are responsible for ensuring that they inform their manager of any changes in their personal details e.g. change of address.

The School will endeavour to ensure personal data held by is up to date and accurate.

The School is under a legal obligation to keep certain data for a specified period of time.

In addition, the School will need to keep personnel data for a period of time in order to protect its legitimate interests e.g. intra-group transfer of employee/ client data for administrative purposes (within the EEA).

### **Disclosure of Personal Data to Data Processors**

In the course of its role as data controller, the School engages a number of data processors to process personal data on its behalf. This may include, but is not limited to, CCTV providers, payroll services providers, time and attendance providers, benefit providers etc. In each case, it is the School's policy to have a contract in place with the data processor, outlining their obligations in relation to the personal data, the specific purpose or purposes for which they are engaged, and the requirement that they will process the data in compliance with the data protection legislation.

As a data controller, the School ensures that any entity that processes personal data on its behalf (a data processor) does so in a manner compliant with the data protection legislation. This is achieved through a data processor contract.

### **Security and Disclosure of Data**

The School shall take all reasonable steps to ensure that appropriate security measures are in place to protect the confidentiality of both electronic and manual data. Security measures will be reviewed from time-to-time having regard to the technology available, the cost and the risk of unauthorised access. Employees must implement all the School's security policies and procedures e.g. use of computer passwords, locking filing cabinets etc.

HR data will only be processed for employment-related purposes and in general will not be disclosed to third parties, except where required or authorised by law or with the agreement of the employee. HR files are normally stored in the HR department and employees who have access to these files must ensure that they treat them confidentially and in accordance with the data protection principles set out above.

If employees are in any doubt regarding their obligations they should contact the Data Protection Coordinator.

Any breach of the data protection principles is a serious matter and may lead to disciplinary action up to and including dismissal.

### **Medical Data**

Employees may be referred to a doctor retained by the School.

Occasionally, it may be necessary to refer Employees to the company doctor for a medical opinion and all Employees are required by their contract of employment to attend in this case. The School will receive a copy of the medical report, which will be stored by the School in a secure manner with the utmost regard for the confidentiality of the document.

Employees are entitled to request access to their medical reports. Should an Employee wish to do so, please contact the HR department who will consult with the doctor who examined you and request the data. The final decision lies with the doctor to decide whether the data should be disclosed to you or not in accordance with Statutory Instrument No. 82 of 1989. Employees are required to submit sick certificates in accordance with the sick pay policy. These will be stored by the School having the utmost regard for their confidentiality.

### **Interview Records**

The School will retain records of interview notes, application forms etc in order to ensure compliance with the Employment Equality Acts, 1998 and 2015 and with the School's equal opportunities policy for at least 1 year from the date that the position was filled.

### **Email Monitoring**

The School provides email facilities and access to the internet. In order to protect against the dangers associated with email and internet use, screening software is in place to monitor email and web usage.

Mailboxes are only opened upon specific authorisation by a manager in cases where the screening software or a complaint indicates that a particular mailbox may contain material which is dangerous or offensive; where there is a legitimate work reason or in the legitimate interest of the School.

### **Close Circuit Monitoring**

The School has close circuit television cameras located at access points to the school premises. This is necessary in order to protect against theft or pilferage and for the security of staff and School property. Access to the recorded material will be strictly limited to authorised personnel. Close circuit surveillance is not used to manage performance.

The School will act at all times in a fair and reasonable manner and will respect the user's right to privacy under data protection legislation. Any information collected through monitoring will be used only for the purpose for which the monitoring was introduced and will be deleted when no longer required.

Employees are granted access only to information systems and services necessary to carry out the responsibilities of their role or function. Each user must respect and protect the privacy and confidentiality of the information systems they access and the personal data processed by those systems. When an employee's role or responsibilities change, he or she may be denied access to systems relating to his or her previous position.

### **Data Protection Coordinator**

The data protection officer for the School has overall responsibility for ensuring compliance with data protection legislation. All employees must co-operate with data protection coordinator when carrying out his/her duties.

The data protection coordinator is also available to answer queries or deal with employee's concerns about data protection.

Employees should contact their line manager for details.

### **Access Requests**

Employees are entitled to request data held about them on computer or in relevant filing sets. This includes personnel records held by the School. The School will ensure that such requests are forwarded to the data protection coordinator in a timely manner, to enable them to process the request within the required timeframe. To make a subject access request, an employee should send the request to [gestion@lfi.ie](mailto:gestion@lfi.ie). In some cases, the School may need to ask for proof of identification before the request can be processed. The School will inform the Employee if it needs to verify his/her identity and the documents it requires.

A data access request will be responded to within 1 month of receipt of the request, though this period may be extended for up to 2 further months where necessary, taking into account the complexity and number of requests. The School will write to the individual within 1 month of receiving the original request to tell him/her if this is the case.

Information will be provided in electronic form if the individual has made a request electronically, unless he/she agrees otherwise. Documents are provided free of charge, unless the request is manifestly unfounded or excessive, in which case a fee of €6.35 may be applied. A subject access request is likely to be manifestly unfounded or excessive where it repeats a request to which the School has already responded. If an employee makes a data access request, the School will inform him/her of:

- The purposes of the processing;
- The categories of personal data concerned;
- To whom the personal data has been or will be disclosed;
- Whether the data will be or has been transferred outside of the EU;
- The period for which the data will be stored, or the criteria to be used to determine retention periods;
- The right to make a complaint to the DPC;
- The right to request rectification or deletion of the personal data;
- Whether the data has been subject to automated decision making.

Formal requests invoking the right to access to personal data must be made in writing.

Employees are only entitled to data about themselves and will not be provided with data relating to other employees or third parties. It may be possible to block out the data relating to a third party or conceal his/her identity, and if this is possible the School may do so.

Data that is classified as the opinion of another person will be provided unless it was given on the understanding that it would be treated confidentially. Employees who express opinions about other employees in the course of their employment should bear in mind that their opinion may be disclosed in an access request, e.g. performance appraisals.

An employee who is dissatisfied with the outcome of an access request has the option of using the School's grievance procedure.

### **Retention of personal data**

Personal data is retained for a period of time to meet certain legal obligations. Once the respective retention period has elapsed, the School undertakes to destroy or erase personal data.

Specifically, the following rules apply for personal details relating to employees:

<b>Legal basis</b>	<b>Data &amp; Record Keeping Requirement</b>
Organisation of Working Time Act 1997	Hours worked (time sheets), medical certificates, annual leave and special leave requests to be retained for 3 years
Protection of Young Persons Act 1996	To be retained for 3 years.
National Minimum Wage Act 2000	Salary information – pay slips to be retained for 3 years.
Protection of Employment Acts, 1977-2007	To be retained for 3 years. Records in relation to collective redundancies to be retained for 3 year years.
Minimum Notice and Terms of Employment Acts 1973-2005	To be retained for 1 year
Terms of Employment (Information) Acts 1994 – 2014	A copy of the written statement to be held for the duration of the employee’s employment and for 1 year thereafter. The Statute of Limitations provides that a claim for breach of contract may be brought for up to 6 years from the date of breach. Claimants have 1 year from the commencement of proceedings to serve such proceedings on a defendant. It is recommended, therefore, that all contractual and related documentation be retained for the duration of employment and 7 years from the termination or expiration of the contract.
Payment of Wages Act 1991	To be retained for 1 year
Carer’s Leave Acts 2001-2006	To be retained for 8 years.
Parental Leave Acts 1998-2013	Parental leave and force majeure leave records to be kept for 8 years.
Paternity Leave and Benefit Act 2016	Must be kept for 8 years
Employment Permits Acts 2003 to 2014	The records to be retained for 5 years or for the duration of employment.
Safety Health and Welfare at Work Act 2005	Records containing full details of all accidents or dangerous occurrences to be kept for 10 years from the date of the accident and notified to the Health & Safety Authority at the time of the incident.
<b>Best Practice</b>	<b>Data &amp; Record Keeping Recommendation</b>
Employment Equality Acts 1998-2015	Records relating to the recruitment process should be retained for a 1 year period. 1 year as complaints can be made within 6 months from the date of an alleged discrimination which can be extended to 12 months in exceptional circumstances. Adjudication officer authorised under the Act to inspect an employer’s records during an investigation. Discrimination claims may result in awards in respect of arrears of up to 6 years pay so records should be kept for at least 6 years.
Equal Status Act 2000-2011	To be retained for 1 year
Maternity Protection Act 1994-2004	To be retained for a minimum of 1 year
Adoptive Leave Act 1995-2005	To be retained for a minimum of 1 year
Unfair Dismissals Acts 1977-2015	To be retained for a minimum of 1 year
Redundancy Payments Acts 1967-2014	To be retained for a minimum of 1 year
Protected Disclosures Act 2014	To be retained for at least 1 year
Transfer of Undertakings Records - EC (Safeguarding of employees’ Rights on Transfer of Undertakings) Regulations 2003	To be retained for at least 1 year

### **Responsibilities**

Management will endeavour to ensure that this policy is communicated to all employees and will ensure that the policy is maintained and updated in line with legislative changes.

Employees are expected comply with this policy and to raise issues of concern to their manager.

Failure by employees to process personal data in compliance with this policy may result in disciplinary proceedings up to and including dismissal.

### **Complaints**

Employees have the right to lodge a complaint to the Data Protection Commissioner if they believe their rights under data protection legislation are not being complied with by the School.

# 2 Leave and Benefits

## 2.1 Maternity Leave

### **Purpose**

The purpose of this policy is to clarify the processes involved with employees claiming benefits associated with maternity leave. Through this policy, the School also demonstrates compliance with the Maternity Protection Acts, 1994 and 2004, and associated regulations as issued, whilst also protecting the rights of employees under this legislation.

### **Scope**

This policy applies to all employees, and provides protection and leave entitlements for expectant mothers. The policy also outlines the entitlement of an expectant father to paid time off to attend ante-natal classes.

### **Policy**

#### *Maternity Leave*

All female employees are entitled to avail of up to 26 weeks' basic maternity leave. Leave must commence at least 2 weeks before the end of the expected week of confinement and at least 4 weeks' leave must be taken following the birth of the child.

No payment is made in respect of absence by an employee during her maternity leave. However, an employee may be entitled to claim maternity benefit from the Department of Social Protection, subject to qualification criteria. In order to claim this benefit, an employee is required to submit a claim form (MB1) at least 6 weeks prior to commencement of maternity leave. This form is available from the Department of Social Protection. The School will complete the employer section of the form confirming employment and PRSI details on request.

#### *Additional Maternity Leave*

An additional period of up to 16 weeks' leave may be taken at the discretion of the employee immediately following the initial maternity leave period.

#### *Maternity Leave Applications and Notification of Pregnancy/Breastfeeding*

A pregnant employee should advise the School of her pregnancy as soon as possible in order that measures may be taken to protect her health and safety at work and that of her developing child. In addition, mothers who are breastfeeding for up to 6 months following the birth of their child should also notify the School.

A minimum of 4 weeks' notice is required from an employee intending to avail of maternity leave and/or additional maternity leave prior to the leave commencing. A medical certificate confirming the pregnancy and the expected date of confinement must be provided at this time.

Notification of leave must be made on the appropriate form which may be obtained from the employee's manager.

#### *Ante-Natal and Post-Natal Care Appointments*

A pregnant employee is entitled to paid time off to attend ante-natal medical care appointments, and for post-natal medical appointments for up to 14 weeks after the birth of her child. The entitlement to paid time off for post-natal care is extended to 26 weeks where the employee is breastfeeding. At least 2 weeks' written notification must be provided to the School, except in the case of the first appointment. Where possible, appointments should be scheduled at the beginning or at the end of the working day. If the appointment finishes during the working day, the employee is expected to return to work.

#### *Time Off for Ante-Natal Classes*

Female employees are entitled to paid time off to attend 1 complete set of ante-natal classes (other than the last 3 classes in a set). An expectant father is entitled to paid time off to attend the last 2 ante-natal classes in a set. This is a once-off entitlement in respect of one pregnancy only. However, where an employee is unable to attend a class through no fault of their own, they may be permitted to attend that class on a subsequent birth. At least 2 weeks' notice of the intention to avail of this leave must be provided before the class and appropriate documentation submitted.

#### *Return to Work*

Employees are required to provide at least 4 weeks' written notice of their intention to return to work following leave. This notice should confirm the intended return to work date. Where possible Employees will return to the position held immediately prior to the commencement of leave (provided this was their normal position), however where this is not

feasible, he/she may return to work to suitable alternative employment that is no less favourable in terms and conditions.

### ***Breastfeeding on Return to Work***

Should an employee be breastfeeding on return to work, and their child is under 6 months old, the School will facilitate a temporary reduction of working hours, without loss of pay, for the purposes of breastfeeding. The employee must provide notification of her intention to avail of this entitlement at least 4 weeks before her proposed return to work date.

### ***Annual Leave and Public Holidays***

Annual leave and public holiday benefits will continue to accrue during the period of maternity leave and additional maternity leave.

## **2.2 Paternity Leave**

### **Purpose**

The purpose of this policy is to clarify the processes involved with employees claiming benefits associated with paternity leave. Through this policy, the School also demonstrates compliance with the Paternity Leave and Benefit Act, 2016 and associated regulations as issued, whilst also protecting the rights of employees under this legislation.

### **Scope**

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

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

### **Policy**

A relevant parent is entitled to avail of 2 weeks' paternity leave from employment, to enable him or her to provide or assist in the provision of care to the child or to provide support to the relevant adopting parent or mother of the child. The period of leave comprises a single period of 2 continuous weeks. Only one person who is a relevant parent in relation to a child is entitled to paternity leave in respect of that child. Where a child is part of a multiple birth, or a person adopts 2 or more children at the same time, the relevant parent is only entitled to one period of paternity leave.

Paternity leave is unpaid leave. No payment is made in respect of absence by an employee during paternity leave. However, an employee may be entitled to claim paternity benefit from the Department for Social Protection, subject to qualification criteria. In order to claim this benefit, the School is required to submit a form (Form PB2) to certify that an employee is entitled to paternity leave for the dates provided. This form is available from the Department for Social Protection. The relevant parent must have a public services card to apply for paternity benefit (Please see Section G for details in relation to paternity pay/ paternity benefit).

### **Notification Procedure**

Paternity leave can begin at the time of the birth/adoption or within 26 weeks of the birth/placement of the child.

Entitlement to paternity leave shall be subject to an employee who is a relevant parent, notifying the School in writing of his or her intention to take paternity leave:

- As soon as reasonably practicable but not later than 4 weeks before the expected week of confinement of the expectant mother concerned;
- In the case of a child who is/ is to be adopted, as soon as reasonably practicable but not later than 4 weeks before the expected day of placement.

At the time of notification, or as soon as reasonably practicable, an employee must provide the School with a medical certificate confirming the pregnancy of the expectant mother concerned and specifying the expected week of confinement. An employee who has not given a notification to the School in line with the requirements set out above, or who revoked such notification, may notify the School of his or her intention to take paternity leave not later than 4 weeks before the commencement of such leave.

## **Commencement and Postponement of Leave**

### ***Commencement***

The period of paternity leave shall commence on such a day as the relevant parent selects in his or her notification to the School of their intention to take paternity leave, being not earlier than the date of confinement or day of placement, and not later than 26 weeks after such date or day. Where the employee intends to take paternity leave, the employee must notify the School of the length of leave that the employee intends to take.

### ***Early Confinement***

Where the date of confinement occurs in a week that is 4 weeks or more before the expected date of confinement, the relevant parent will be deemed to have complied with the requirements in terms of notification to the School if the notification required is given in the period of 7 days commencing on the date of confinement.

### ***Postponement***

Where, as the case may be, the day of placement is postponed or the date of confinement occurs after the date selected by a relevant parent in his or her notification, the relevant parent shall be entitled to select another date on which the paternity leave shall commence.

### ***Sickness during Paternity Leave***

Where a relevant parent who has complied with the notification procedures becomes sick prior to the commencement of his or her paternity leave and wishes to postpone the paternity leave, he or she may, by notice in writing given to the School as soon as reasonably practicable after becoming sick and accompanied by the relevant evidence in respect of the sickness, postpone the taking of the leave until such time as the relevant parent is no longer sick.

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

Where the School has a reasonable belief that an employee who is on paternity leave is not using the leave for the purpose outlined, the School may, by serving notice in writing to the employee, terminate the leave. The notice shall summarise the grounds for terminating the leave, and the day by which the employee must return to work.

### ***Employee Rights***

During a period of paternity leave, an employee shall be deemed to have been in the employment of the School, and be treated as if he or she had not been absent from work. Availing of paternity leave shall not affect any right related to the employment, other than the right to remuneration during the absence. Where an employee is on probation, undergoing training, or employed under a contract of apprenticeship, the School may require that the probation, training or apprenticeship shall stand suspended during the period of leave.

### ***Return to Work***

Employees are entitled to return to work to the same job and under the same terms and conditions of employment following paternity leave. Where this is not reasonably practicable, the School will provide suitable alternative employment that is no less favourable in terms and conditions.

### ***Time off For Ante-Natal Classes***

An expectant father is entitled to paid time off to attend the last 2 ante-natal classes in a set. This is a once-off entitlement in respect of one pregnancy only. However, where an employee is unable to attend a class through no fault of their own, they may be permitted to attend that class on a subsequent birth. At least 2 weeks' notice of the intention to avail of this leave must be provided before the class and appropriate documentation submitted.

## **2.3 Adoptive Leave**

### **Purpose**

The purpose of this policy is to clarify the processes involved with employees claiming benefits associated with adoptive leave. Through this policy, the School also demonstrates compliance with the Adoptive Leave Acts, 1995 and 2005, and associated regulations as issued, whilst also protecting the rights of employees under this legislation.

### **Scope**

This policy applies to all employees, and provides protection and leave entitlements for both adoptive mothers and adoptive fathers in the circumstances outlined.

### ***Adoptive Leave***

In line with current legislation, all employed adopting females or sole male adopters are entitled to avail of up to 24 weeks'

adoptive leave. Leave commences on the actual date of placement.

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

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

An additional leave period of up to 16 weeks may be taken at the discretion of the employee immediately following the initial adoptive leave period.

#### ***Adoptive Leave Applications Procedure***

A minimum of 4 weeks' notice is required from an employee intending to avail of adoptive leave and/or additional adoptive leave prior to the expected date of placement. In the case of an Irish adoption a certificate of placement should be forwarded within 4 weeks of the date of placement. In the case of a foreign adoption, a declaration of eligibility and suitability must be produced as soon as reasonably practicable, with a certificate of placement to be forwarded as soon as it is received by the employee.

Notification of leave must be made on the appropriate form which may be obtained from the employee's manager.

#### ***Leave to Attend Classes and Meetings in Advance of the Adoption***

Any employee involved in the adoption process is permitted to avail of paid time off to attend pre-adoption classes and meetings which they are obliged to attend, provided the meetings are held within the state. 2 weeks' written notice of the first request must be provided. Evidence of the requirement to attend the class or meeting may be sought by the School.

#### ***Leave in Advance of Foreign Adoptions***

In the case of a foreign adoption, an adopting mother or sole male adopter may avail of some of their additional leave before the placement of the child for the purposes of familiarisation with the child in advance of the adoption. 4 weeks' written notice of this intention must be provided, and a declaration of suitability and eligibility must also be supplied. This entitlement is in addition to the time permitted to attend classes and meetings in the state.

#### ***Return to Work***

Employees are required to provide at least 4 weeks' written notice of their intention to return to work following leave. This notice should confirm the intended return to work date. Where possible the Employee will return to the position held immediately prior to the commencement of leave (provided this was their normal position), however where this is not feasible, the Employee may return to work to suitable alternative employment that is no less favourable in terms and conditions.

#### ***Annual Leave and Public Holidays***

Annual leave and public holiday benefits will continue to accrue for the period of adoptive leave and additional adoptive leave.

## **2.4 Parental Leave**

### **Purpose**

The purpose of this policy is to provide unpaid leave to qualifying parents in order to facilitate them in caring for their child. This policy demonstrates the School's compliance with the Parental Leave Acts 1998 and 2006 and subsequent amendments. This policy is designed to protect the rights of employees under this legislation.

### **Scope**

This policy applies to all employees who are natural or adoptive parents or acting in loco parentis to a child under the relevant age.

### **Policy**

All qualifying employees who are natural or adoptive parents of, or who are persons acting in loco parentis to, a child under the relevant age have an entitlement to avail of up to 18 working weeks' parental leave in respect of that child over a defined period of time.

Parental leave is unpaid leave. However, employees should note that where a block of leave is taken with the result that no PRSI contributions will be made by the School or employee in that week, then the Department for Social Protection may

make PRSI contributions on the employee's behalf. This is subject to the employee notifying the Department for Social Protection of the fact that they are on leave.

### **Who is a qualifying employee?**

In order to qualify for parental leave an employee must meet the following criteria:

- he/she must have completed 12 months' service with the School to qualify for 18 working weeks' leave, or
- where the child is about to go over the relevant age, and the employee has completed more than 3 months' service but less than 12 months' service, he/she will be entitled to avail of 1 working week of leave per completed month of service.

### **What age must the child be in order to be deemed under the relevant age?**

The relevant age of the child in respect of whom leave may be taken may vary depending on certain factors. Parental leave is allowed in respect of a child;

- aged under 8 years of age, or
- within two years of an adoption order where the child is adopted between the ages of 6 and 8 years, or
- aged under 16 years in the case of a child with a disability/ long term illness.

### **Applications Procedure**

Applications for parental leave must be made in writing at least 6 weeks prior to the intended commencement of leave. A response to this application will be issued by the School 4 weeks before the intended commencement of leave indicating whether the leave can be approved, or whether it is necessary to postpone the leave. Postponement of leave will not exceed 6 months except where this is permitted by legislation and necessary for operational reasons. In all cases discussions will be held to establish a suitable new timing for the leave. Where the leave is approved, a confirmation document will be produced for signature and filing.

If both parents are employees of the School, employees may request that a portion of the leave (not more than 14 weeks) be transferred to the other parent. Approval of such a transfer of leave will be at the discretion of the School.

### **Patterns of Leave Permitted**

Leave may be availed of as a continuous period of 6 weeks or greater at any one time. Periods of leave of a lesser duration are entirely at the discretion of management, and it may not be possible to permit these. Employees should consult their manager for further information.

### **Sickness During Parental Leave**

Should an employee fall ill during parental leave, and as a result be unable to care for their child, they may suspend their parental leave and the time may be treated as certified sick leave. This is subject to the employee complying with normal sick leave reporting procedures and submission of a doctor's certificate confirming the illness irrespective of the number of days of sickness. This certificate should confirm that the employee is incapable of caring for the child in respect of whom leave is being taken.

### **Abuse of Leave**

An employee must use parental leave for the purpose of caring for the child in respect of whom it is taken. Employees may not work in alternative employment while on this leave. Abuse of parental leave may be treated as a serious disciplinary matter.

### **Annual Leave and Public Holidays**

Annual leave entitlements continue to accrue and public holiday benefits will continue to be provided during the period of an employee's parental leave.

### **Returning to Work**

Employees are entitled to return to work to the same job and under the same terms and conditions of employment following parental leave. Where this is not reasonably practicable, the School will provide suitable alternative employment that is no less favourable in terms and conditions.

Employees may request a change in working hours / patterns, or both, to apply for a set period of time following their return from parental leave. Such requests must be submitted not later than 6 weeks prior to the proposed commencement of this set period. The School will consider all requests having regard to the School's needs and the employee's needs at the time and will respond within 4 weeks of receiving the request.

## 2.5 Carer's Leave

### **Purpose**

The purpose of this policy is to clarify the processes involved with employees claiming benefits associated with carer's leave. Through this policy, the School also demonstrates compliance with the Carer's Leave Act, 2001 and 2006 and associated regulations.

### **Scope**

This policy applies to all employees with at least 12 months' service.

### **Policy**

It is the policy of the School to permit employees to avail of unpaid leave from employment to fulfil their caring responsibilities where appropriate as determined in conjunction with the Department for Social Protection. Carer's leave of at least 13 weeks and up to 104 weeks may be applied for. This may be extended to 208 weeks in respect of two persons in need of care in certain circumstances.

To be eligible for leave the employee must have completed 1 year of service and be approved by the Department for Social Protection to provide full-time care to the relevant person. The Department for Social Protection also whether the person is deemed a relevant person.

Carer's leave may be taken as a continuous block of leave, or broken into shorter periods of leave. Where the leave is broken down, the employee may not commence a subsequent period of leave until 6 weeks have elapsed since the termination of the previous period of leave.

### **Applications Procedure**

An employee is required to give 6 weeks' notice of their intention to avail of carer's leave. This application should set out the manner in which it is proposed to take the leave and confirm that an application has been made to the Department for Social Protection for approval to be deemed a carer for the relevant person.

A response will be issued in respect of the application at least 2 weeks prior to the proposed commencement of the leave. Where the leave is approved a confirmation document will be produced for signature by the employee and this will be retained by the School.

Notification of leave must be made on the appropriate form which may be obtained from the employee's manager.

### **Termination of Carer's Leave**

Carer's leave shall terminate on the pre-agreed date in the confirmation document, or in the following circumstances, whichever is the sooner:

- on an alternative date agreed between the employee and management,
- where the person in respect of whom carer's leave is taken ceases to qualify as a relevant person, or the employee ceases to qualify as a carer,
- where a deciding officer from the Department for Social Protection determines that it should end,
- where the relevant person dies during a period of carer's leave. In such circumstances the employee should return to work on a date within 6 weeks of the date of death, or as agreed in the initial confirmation document, whichever is the sooner.

### **Employment Rights**

An employee availing of carer's leave will be regarded as still being in employment, and none of their rights relating to employment shall 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 in respect of the employment. Such absence will be reckonable for redundancy purposes. Existing PRSI rights will be protected by the award of credited contributions during the period of carer's leave by arrangement with the Department for Social Protection.

### **Return to Work**

An employee on carer's leave must provide at least 4 weeks' written notice of their intention to return to work. This notice should confirm the intended return to work date. Where possible the employee will return to the position held immediately prior to the commencement of leave (provided this was their normal position), however where this is not feasible, they may return to work to suitable alternative employment that is no less favourable in terms and conditions.

## 2.6 Public Holidays

### **Purpose**

The purpose of this policy is to clarify the processes involved with employees claiming benefits associated with public holidays. Through this policy, the School also demonstrates compliance with the Organisation of Working Time Act, 1997-2015 in relation to public holidays.

### **Scope**

This policy applies to all employees of the School.

### **Policy**

Employees are entitled to nine public holidays per year. These days are as follows:

1. New Year's Day
2. St Patrick's Day
3. Easter Monday
4. May Bank Holiday
5. June Bank Holiday
6. August Bank Holiday
7. October Bank Holiday
8. Christmas Day
9. St. Stephen's Day

Part-time employees qualify for public holiday entitlement provided they have worked at least 40 hours during the five weeks ending on the day before a public holiday. Employees who work or are normally rostered to work on the public holiday are entitled to a day's pay for the public holiday. Employees who are not normally rostered to work on the public holiday are entitled to one fifth of their normal weekly rate or:

- a paid day off on the day in question; or
- a paid day off within a month of that day; or
- an extra day's annual leave; or
- an extra day's pay

as the School determines.

For example, if one of the public holidays listed falls on a day that is not usually worked by employees, such as Saturday or Sunday, the School may decide on which of options (b) to (d) to apply, depending on the circumstances.

## 2.7 Jury Duty

### **Purpose**

The purpose of this policy is to demonstrate the School's commitment to permit employees to fulfil their civic duty to attend as a jury member where summonsed by the court in line with the relevant provisions of the Jury's Act, 1976.

### **Scope**

This policy applies to all employees summonsed to attend court for jury service.

### **Policy**

The School is committed to providing paid leave for any employee required to attend court for jury service. Jury service leave is provided for the period that an employee is required to attend court for possible selection as a juror, and for the duration of the case on which they will sit if they are selected to sit on a jury.

### **Procedure**

In order to avail of this leave, an employee must present the summons for jury service to their manager as soon as they

receive this notification. Their manager will then approve the leave. In exceptional circumstances the School may seek to have an employee excused from jury service, however this will only occur where business requirements are such that it is not feasible to permit the employee to avail of the leave.

Where leave is granted, an employee will generally be required to attend the court for a period of each day for selection as a juror, usually for a few hours in the morning each day. Where the employee is not selected as a juror, he/she must return to work for the remainder of the day. A certificate of attendance will be produced by the clerk of the court on request, and this should be presented to the employee's manager on return to work each day for record keeping purposes.

Where an employee is called for jury service, he/she should also obtain daily certificates of attendance from the clerk of the court confirming attendance at court. Again, where an employee is excused from the court for part of the day he/she is expected to return to work, where appropriate.

Employment rights, including remuneration, are protected during this leave.

## 2.8 Compassionate Leave

### **Purpose**

The purpose of this policy is to clarify the processes involved with employees claiming benefits associated with compassionate leave. This policy details the School's approach to leave for employees in the unfortunate event of bereavement or other situations where compassionate leave may be requested.

### **Scope**

This policy applies to all employees.

### **Policy**

Compassionate leave days are at the discretion of the School. In all cases of personal tragedy, please inform management who will help arrange your absence from work.

## 2.9 Annual Leave

### **Purpose**

This policy deals with annual leave. Annual leave is leave provided for rest and recreation and to facilitate employees to reconcile their work and family responsibilities. This policy demonstrates compliance with the Organisation of Working Time Act, 1997-2015 in relation to annual leave. The purpose of this policy is to outline the terms of the School's annual leave policy.

### **Scope**

This policy applies to all employees of the School.

### **Policy**

School closure dates are in line with the school calendar as per an agreement with the School Council and the French education authorities.

Annual leave is accrued on the basis of hours physically worked and will be given in accordance with the provisions of the Organisation of Working Time Act, 1997.

Annual leave will not be granted during term time except in exceptional circumstances as agreed with the Proviseur in advance.

The School's holiday year runs from the last week of August to the last week of August in each year. Holidays cannot be carried over from one holiday year to another except with the prior written consent of the School. Holiday entitlements for part time employees shall be calculated in accordance with the Organisation of Working Time Act 1997 (as amended).

If employees start or leave their employment during the holiday year, their leave entitlement in that year will be calculated pro-rata for each complete month of service. Upon termination of employment employees will be paid in lieu of any unused holiday entitlement. If on termination the paid holidays already taken exceed the paid holiday entitlements at the date of termination, the School will deduct the excess holiday pay from any monies owed to employees by the School and employees hereby consent to such deduction if necessary.

Employees should refer to the section on annual leave in their statement of terms and conditions for further detail.

## 2.10 Force Majeure Leave

### **Purpose**

Force majeure leave is leave provided for employees to deal with emergency situations arising from the illness or injury of a person specified in this policy. The purpose of this policy is to demonstrate compliance with the provisions of the Parental Leave Acts 1998 and 2006 in relation to force majeure leave, and to protect employee rights in this regard.

### **Scope**

This policy applies to all employees of the School.

### **Policy**

It is the policy of the School to provide short-term paid leave for employees where, due to the illness or injury of one of the following persons, the presence of the employee at the location of that person is indispensable.

Force majeure leave is permitted in respect of the illness or injury of one of the following persons:

- a child or adoptive child of the employee;
- a spouse or partner of the employee;
- a person to whom the employee is acting in loco parentis;
- a brother or sister of the employee;
- a parent or grandparent of the employee;
- a person with whom the employee is in a relationship of domestic dependency, including, but not limited to, same sex partners.

Entitlement to force majeure leave is limited to circumstances:

- where the immediate presence of the employee is indispensable,
- where the employee is present at the place where the ill or injured person is situated.

Force Majeure entitlement is a maximum of 3 days' paid leave in a 12 months' period, or a maximum of 5 days in a 36 months' period.

An employee who is on force majeure leave for part of a working day shall be deemed to have taken 1 force majeure day.

### **Procedure**

Where possible, Employees should contact their manager, or another manager where their own manager is not available, to notify the School of their absence as soon as possible. In all cases, the employee will be required to complete a formal force majeure leave notification form detailing the duration of, and the reasons for, the leave on their return to work. This form may be obtained from the employee's manager.

The School will inform employees if their application for force majeure leave has been successful and will hold records of all force majeure leave taken by employees.

## 2.11 Study Leave

### **Purpose**

The purpose of this policy is to outline the terms of the School's study leave policy to provide employees with the time required to study.

### **Scope**

This policy applies to all employees of the School.

### **Policy**

The School may provide study leave for approved relevant courses. This will be afforded at the School's absolute discretion on a case by case basis. Requests for study leave should be made in writing to an employee's line manager outlining the details of the Study Leave.

## 2.12 Pension Policy and Plans

### **Purpose**

The purpose of this policy is to outline the terms of the School's pension policy.

### **Scope**

This policy applies to all employees of the School.

### **Policy**

There is no employee pension scheme operating in the School.

Employees will be entitled to access a personal retirement savings account (a "PRSA") in accordance with the Pensions Act 1990 (as amended) but for the avoidance of doubt the School shall not make any contribution to such PRSA.

Unless previously terminated, all LFI contracts will be terminated by reason of retirement at the end of the month in which an employee's 65th birthday occurs. In cases where an employee wishes to continue working until their 66th birthday, the LFI will provide the employee with a new temporary contract which will terminate at the end of the month in which an employee's 66th birthday occurs.

Any employment beyond the age of 66 will be considered on a case-by-case basis.

## 2.13 Retirement Planning

### **Purpose**

The purpose of this policy is to outline the terms of the School's retirement planning policy.

### **Scope**

This policy applies to all employees of the School.

### **Policy**

The School offers a retirement planning seminar to all employees aged between 60 and 65. This seminar may be availed of on one occasion prior to retirement.

# 3 Company Policies and Procedures

## 3.1 Disciplinary Procedures

### **Purpose**

The School is committed to treating all employees fairly and equitably and to helping employees perform effectively. However, there may be occasions when it will be necessary to invoke disciplinary procedures which are designed to protect the interests of both the School and its employees. Each employee's right to natural justice and fair procedures will be upheld at all times.

Disciplinary rules and procedures help to promote orderly employment relations as well as fairness and consistency in the treatment of individuals. They tell employees what is expected of them. If an employee breaks specific rules about behaviour, this is often called misconduct. Disciplinary procedures and actions are used to deal with situations where employees allegedly break disciplinary rules. Disciplinary procedures may also be used where an employee's job performance or conduct doesn't meet the School's expectations.

This disciplinary and dismissals procedure details the disciplinary and dismissal actions to be followed for failure to meet the School's standards of job performance, conduct (whether during working hours or not) and attendance, or for breach of any terms and conditions of employment. The procedure applies to all employees and is designed to ensure consistent and fair treatment.

### **Scope**

This policy applies to all employees, whether full-time, part-time, fixed-term, temporary or permanent. The progressive steps provided for in the policy may be skipped when applied to employees during their probationary period or in circumstances where it is deemed necessary by the School to do so.

### **Policy**

The School aims to avoid situations requiring disciplinary action to be taken. An informal procedure is included in this policy in an effort to ensure that where school standards and rules are not being adhered to, an employee's manager/supervisor may raise these issues with the employee concerned in an informal manner, to address the situation and resolve it without initiating disciplinary action.

Where there is a persistent failure on the part of an employee to adhere to the rules and standards of behaviour expected, or where a serious breach of this policy occurs, then disciplinary action may become necessary. Where this situation arises, each case will be treated consistently and reasonably. The employee will be given the opportunity to provide his/ her version of events, with mitigating circumstances to be taken into account.

Managers/supervisors will use their best efforts to:

- Ensure that all cases are thoroughly investigated
- Avoid any discrimination
- Prepare carefully and be consistent
- Adhere to this procedure

Employees may be accompanied by a work colleague at any disciplinary hearings they are asked to attend.

### **Offences**

#### ***Misconduct***

Normally, the following list of offences of misconduct will be considered as appropriate reasons for initiating disciplinary action.

- Unauthorised use of the School's assets and equipment.
- Failing to follow the procedures in respect of absence due to sickness or injury.
- Minor breach of the written statement of terms and conditions of employment.

- Minor damage to School property.
- Minor breach of school rules.
- Minor failure to observe school policies or procedures.
- Regular unreasonable and/or unexplained absences.
- Poor time keeping.
- Poor job performance.

This list is not exhaustive and all cases will be treated individually.

### ***Gross Misconduct***

The following offences are examples of gross misconduct. These examples are not exhaustive or exclusive and offences of a similar nature will be dealt with under this procedure. Gross misconduct will result in the initiation of the School disciplinary procedure, and may result in immediate dismissal with or without notice or pay in lieu of notice.

- Theft or misappropriation in any way of School property or money or unauthorised possession or abuse of property belonging to the School or another employee or third party.
- Fighting or disorderly conduct involving a breach of the peace, physical violence or threatening or provoking violence at work.
- Unauthorised use of School vehicles or other property on or off the School's premises.
- Drunkenness at work/unprescribed drug use.
- Serious or persistent breaches of the contract of employment, handbook or School policies.
- Leaving the premises during a work period without permission or persistent unauthorised absence from work without good cause.
- Unauthorised use, disclosure, removal or transmission of any information of a confidential nature.
- Putting false or misleading information on School employment application forms.
- Refusal to carry out reasonable instructions from a supervisor in relation to an employee's work.
- Deliberate or serious breach of the health and safety or security rules.
- Conduct which destroys the School's trust and confidence in the employee.
- Gross incompetence or negligence in carrying out the employee's duties.
- Being abusive, rude or intimidating, by work or behaviour, to pupils, their families or work colleagues.
- Conviction of any offence, whether at or outside work, that is incompatible with employment by the School or any other action which may bring the School into disrepute, or which causes the School to lose confidence in an employee.
- Discriminating, harassing or engaging in bullying behaviour.
- Dishonesty at work, whether or not it would cause loss to the School.
- Knowingly making false or malicious complaints of discrimination or harassment.
- Falsifying time sheets or School expense claims

This list is not exhaustive and all cases will be treated individually.

### **Procedures**

The School's procedure on disciplinary issues is as follows:

#### **Informal Procedure**

In general, where there is an allegation of poor performance, attendance or conduct, the direct manager of the employee concerned will address the issue informally with him/her. This may be done by way of an informal counselling meeting, or through the normal performance management process. The objective of the informal discussion is to correct the issue of concern in a frank and constructive manner.

The informal discussion will:

- focus on helping the employee to understand how their performance/conduct/attendance has fallen short of the

acceptable level; and

- suggest possible solutions and timeframes for improvement.

After the discussion, brief notes will be taken and held by the manager who led the informal discussion. Provided the employee achieves and sustains the necessary level of improvement, no further action will be taken. If the necessary improvements have not been made within the agreed timeframe the formal disciplinary procedure will commence.

### **Formal Procedure**

In all cases where an employee's standards of performance, attendance and/or conduct fall below those expected by the School, the formal disciplinary procedure may be initiated. In all cases in which the formal procedure is initiated, a hearing will be held with the employee to put the allegation to him/her, and to hear his/her responses to the issue. It may be necessary to formally investigate the facts surrounding a case and this may occur prior to the hearing, but in the majority of cases a hearing will suffice to ensure that the employee is afforded a fair opportunity to respond. Where there is a dispute regarding the facts of a case and an investigation is necessary, the investigation procedure will be explained to the employee by management.

### **Disciplinary Hearing Process**

Prior to any formal disciplinary sanction being decided upon and imposed, a fair disciplinary hearing will be held with the employee. The purpose of this meeting is to put the complaint to the employee and to hear the reasons behind the issue from the employee's perspective. An employee will always be treated in a fair manner at a disciplinary hearing. The following principles will apply to a disciplinary hearing:

- Advance notification of the requirement to attend a disciplinary hearing will be provided together with the fact that the outcome of the meeting may be disciplinary action.
- Throughout the hearing, the employee will be permitted to have a representative present.
- The employee will be notified of the complaint in advance of the meeting in order to have an opportunity to prepare his/her responses.
- The employee will be afforded an opportunity to respond to any allegations/evidence at the meeting, and to present any other relevant factors including any mitigating circumstances.
- Further meetings may be held with the employee as necessary.
- Conclusions will only be formed following a fair hearing where the employee is allowed to respond to complaints and these responses are considered in the given circumstances.

An employee may be suspended on full pay at any stage during the disciplinary process, even before any allegation is presented to the employee. This is done with no inference of guilt or otherwise against the employee. Suspension will be for a reasonable period only and will often depend on the duration of the disciplinary investigation process.

Due consideration will be given to all responses received. In order to ensure that management have the time to fully consider the facts, there will always be an adjournment at the end of any disciplinary hearing in order to allow time to consider the facts of the case, and to make a fair decision on the next steps.

The decision on what level of disciplinary sanction, if any, is to be imposed will be taken during the adjournment. A follow-up disciplinary meeting will be held with the employee during which this decision will be communicated to the employee. The employee may have a representative present at this meeting. Formal disciplinary action will be confirmed in writing.

### **Disciplinary Sanctions**

Where the informal process fails to resolve an issue, or where it is deemed inappropriate given the particular circumstances of a situation, then the following sanctions may be imposed by management. Disciplinary action, if required, will normally follow an incremental warning process as set out in this policy. However, in appropriate circumstances, the School reserves the right to initiate the process at any particular stage, or to move to any particular stage in the process, where the matters

of concern are deemed sufficiently serious. The decision on what level of sanction to be imposed will only be taken following a formal disciplinary hearing having considered the circumstances of the particular situation.

### **Stage 1. Formal Verbal Warning**

Where the informal procedure fails to resolve an issue, or where more serious disciplinary action is deemed appropriate given the particular circumstances of the case, a formal disciplinary hearing will be arranged and held as outlined in this procedure.

Following the meeting a formal verbal warning may be issued by the appropriate manager. An action plan will also be agreed in order to attempt to resolve the issue in the future. A copy of the notes from the meeting, the agreed action plan and a copy of the verbal warning, along with any other relevant documentation, will be placed on the employee file.

The verbal warning will expire following a period of satisfactory performance, conduct or attendance, as outlined in the formal verbal warning document. A formal verbal warning may be appealed through the appeals procedure outlined in this policy. Failure to achieve the requirements set out in the corrective action plan may result in further disciplinary action.

### **Stage 2. First Written Warning**

Where a formal verbal warning fails to resolve an issue, or where more serious disciplinary action is deemed appropriate given the particular circumstances of the case, a formal disciplinary hearing will be arranged and held as outlined in this procedure.

Following the meeting a first written warning may be issued by the appropriate manager. An action plan will also be agreed in order to attempt to resolve this issue in the future. A copy of the notes from the meeting, the agreed action plan and a copy of the first written warning, along with any other relevant documentation, will be placed on the employee file.

The first written warning will expire following a period of satisfactory performance, conduct or attendance, as outlined in the first written warning document. A first written warning may be appealed through the appeals procedure outlined in this policy. Failure to achieve the requirements set out in the corrective action plan may result in further disciplinary action.

### **Stage 3. Final Written Warning**

Where a first written warning fails to resolve an issue, or where more serious disciplinary action is deemed appropriate given the particular circumstances of the case, a formal disciplinary hearing will be arranged and held as outlined in this procedure.

Following the meeting a final written warning may be issued by the appropriate manager. An action plan will also be agreed in order to attempt to resolve this issue in the future. A copy of the notes from the meeting, the agreed action plan and a copy of the final written warning, along with any other relevant documentation, will be placed on the employee file.

The final written warning will expire following a period of satisfactory performance, conduct or attendance, as outlined in the final written warning document. A final written warning may be appealed through the appeals procedure outlined in this policy. Failure to achieve the requirements set out in the corrective action plan may result in further disciplinary action.

### **Stage 4. Dismissal**

There are two ways in which dismissal may occur. Generally, the employee will have been notified of concerns and have been provided with an opportunity to improve through one or more stages of the disciplinary procedure.

The other form of dismissal is a summary dismissal, which normally results from an act of gross misconduct. An act of misconduct will be considered as gross misconduct where the act is so serious that the School cannot reasonably be expected to retain the employee in employment. Summary dismissal occurs without recourse to the earlier stages of the disciplinary procedure.

In all cases an appropriate and fair hearing, which adheres to the principles set out in this procedure, will be held and careful consideration given to the decision on whether or not dismissal is the appropriate sanction given the circumstances of the case. In cases of alleged gross misconduct, an in-depth investigation may be necessary, and an employee will be suspended on full pay pending the outcome of this investigation. Suspension on full pay is not deemed a disciplinary sanction, and there will be no negative inference against an employee as a consequence of any such suspension.

Where there is an allegation of gross misconduct or gross incompetence it may be appropriate after a formal investigation to initiate the procedure at Stage 4. In such circumstances, there is no obligation on the School to provide advance notice of dismissal. Decisions to dismiss in such circumstances may only be taken by an approved signatory of the Board of

Management of the School, or a nominated officer, following a full and fair investigation and hearing process. The decision will be confirmed in writing to the employee.

### **Alternative Disciplinary Sanctions**

In addition to the sanctions outlined in Stages 1 to 4 of the disciplinary procedure, the School also retains the right to impose alternative disciplinary sanctions as outlined in this section. This will only occur where deemed appropriate. Such action is an optional stage of the procedure, rather than a required stage. Where deemed appropriate, alternative sanctions which may be imposed may include a transfer, demotion, suspension without pay, or withholding of a salary review for a period or removal of another benefit.

### **Note on Probation**

During the period of an employee's probation, including extended probation, the full rigours of the disciplinary process may not apply, and the School retains the right not to exhaust the disciplinary procedure during probation.

### **Appeals**

All disciplinary sanctions may be appealed within five working days of being issued to an employee. The details of whom the appeal should be made to will be included in the warning document, or letter of dismissal. A finding will be issued within a reasonable timeframe, generally 10 working days. This may be extended where necessary to facilitate a full and fair appeals process.

All timeframes in this policy assume employees are attending work. If employees have had time out of work, the duration of the disciplinary steps may be extended.

## **3.2 Grievance Procedures**

### **Purpose**

The purpose of this policy and procedure is to ensure that the School operates a fair grievance procedure which has regard to the rights of employees as set out in the Code of Practice on Disciplinary and Grievance Procedures. The policy is intended to assist and encourage employees to raise any issues of concern to them in order that the School may take appropriate action to resolve these concerns.

### **Scope**

This policy applies to the individual grievances of all employees. The policy is not appropriate for dealing with issues of harassment, sexual harassment or bullying, which should be addressed through the appropriate procedures set out by the School. Further information may be sought from management.

### **Policy**

It is recognised that from time to time in all employment situations, grievances may arise. A grievance is a formal expression of dissatisfaction with workplace relationships, the work environment or a term or condition of employment. It is the policy of the School to recognise that situations of this nature may arise, therefore this procedure is in place to assist employees to resolve such matters. It is acknowledged that grievances which are not raised and addressed may escalate and become serious distractions in the workplace. Therefore, all employees are encouraged to raise any concerns they may have through the procedure set out here.

Management are responsible for listening and responding to all employee concerns raised through this procedure. In all cases, matters will be dealt with in as confidential a manner as possible. Employees may utilise the procedure whenever they feel it is required. An employee will not be treated adversely for raising a grievance.

During the formal stages of the procedure, employees have the right to be accompanied at a meeting by a representative. The role of the employee's representative is to ensure that the employee is afforded a fair opportunity to raise their issue and afforded fair consideration.

It is the School's intention to settle amicably, at all times, any disagreements between the School and individual employees or groups of employees, or between employees themselves. All grievances will be dealt with without undue delay and at the earliest possible stage of this procedure. A senior member of management will ensure that all grievances will be dealt with consistently and fairly having regard to:

- School policy
- custom and practice within the School.

### **Stage 1 - informal**

Employees should first raise the matter with their Supervisor/manager who will make every effort to solve the problem as quickly as possible. The matter will be discussed informally by the employee or employees concerned, with their immediate supervisor and any corrective actions agreed.

### **Stage 2 - formal**

If employees feel the problem has not been solved within a reasonable time or feel the solution is unsatisfactory, the matter will be referred to senior management. A meeting will take place within a reasonable period appropriate to the issue.

### **Stage 3 - formal**

If employees are unhappy with the outcome of the meeting with the senior management, they may appeal to the Board of Management. Such a hearing will be held, where practicable, within a time limit of one month from the date of making the complaint.

Should the matter remain unresolved, it may be referred to the appropriate body in line with the Workplace Relations Commission's (WRC) Code of Practice.

During the period in which the above procedure is being followed, all employees are expected to co-operate with normal working arrangements as stipulated by the School.

## **GRIEVANCE PROCEDURE**

If you have any grievance which you consider to be genuine in respect of any aspect of your employment, you should set out the detail of that complaint in writing to the Proviseur. You will be granted a hearing with the Proviseur if circumstances warrant it. If you are unhappy with the outcome of the hearing you may appeal to the Board of Management. You may be accompanied by a colleague or your union representative at the appeal hearing.

## **3.3 Dignity in the Workplace Charter**

### **Purpose**

"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, managers, and Trade Union Representatives where applicable in the workplace have a specific responsibility to promote its provisions."

### **Dignity in the Workplace Policy and Procedures Introduction:**

A core employment value is the commitment to ensuring that each individual is guaranteed a working environment where s/he may expect to be treated with dignity by both management and work colleagues. This approach is a positive emphasis on the importance of each individual and the contribution s/he makes to the success of the workplace. It guarantees the optimal working conditions that allow individuals to freely maximise their role in the workforce. Sound management ethos

is based on providing leadership that encourages individuals in this regard. This is best achieved in our School through the creation and maintenance of a positive working environment.

Integral to this employment value and in particular to the principle of mutual respect is the commitment to provide a workplace free from bullying. It is in such a context that the philosophy and policy statement will be realised.

### **Objectives of Dignity at Work Policy**

- To create and maintain a positive working environment in Lycée Français d'Irlande where the right of each individual to dignity at work is recognised and protected.
- To ensure that all are aware of and committed to the principles set out in this policy.

The Board of Management of Lycée Français d'Irlande is committed to providing all employees with an environment that is free from any form of workplace bullying.

The purpose of this document is to outline the Board's policy and procedures in relation to workplace bullying.

A complaint of workplace bullying will be taken seriously and dealt with promptly and in accordance with due process.

In approving this policy, the Board has agreed that:

- It be brought to the attention of all Staff
- All Staff be asked to co-operate in its implementation

### **Scope**

This policy is in place to protect all employees from acts of bullying and/or harassment and/or sexual harassment perpetrated by other employees, members of management, or any other person with whom the employee comes into contact within the course of employment with whom the Organisation has a business relationship e.g. a supplier or contractor. This policy applies where the unacceptable behaviour occurs in the workplace, or any other place attended in the course of employment e.g. an off-site training event.

### **Policy**

The objective of the Board policy is to eliminate workplace bullying and to contribute to a supportive environment where Staff has the right to carry out the work of the College/School - 'the education of the whole person'.

The policy guarantees that all complaints will be taken seriously and investigated promptly, and that all parties involved will be treated with respect.

Staff will be protected from victimisation or discrimination for assisting in an investigation. Victimisation as a result of a member of Staff raising a complaint will not be tolerated.

### **Definitions**

#### ***Definition of Bullying:***

Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the

behaviour described in this definition may be an affront to dignity at work but as a once off incident is not considered to be bullying. (Codes of Practice 2002 under the Industrial Relations Act and the Health and Safety at Work Act)

***Harassment and Sexual Harassment:***

The Equality Act 1998 (Code of Practice) (Harassment) Order 2012 specifically deals with harassment and sexual harassment in the workplace. The Code aims to give practical guidance and advice.

Harassment that is based on the following grounds - gender, age, civil status, family status, sexual orientation, disability, race, religion or membership of the Traveller community is a form of discrimination in relation to conditions of employment

***Harassment:***

Harassment is defined in Section 14A(7) of the Employment Equality Act as any form of unwanted conduct has 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.

***Sexual Harassment:***

Sexual harassment is defined in Section 14(A)(7) of the Employment Equality Act as any form of verbal, non-verbal or physical conduct of a sexual nature which has 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.

***What Constitutes 'Unacceptable Behaviour'/ Workplace Bullying?***

Bullying can take a number of forms. Under the Health and Safety Act there is a requirement that personnel are consulted in respect of acceptable/unacceptable behaviour and that through this consultation process, the staff will have ownership of the policy as it relates to their school/organization.

A pattern of the following behaviours are examples of types of bullying:

- Exclusion with negative consequences
- Verbal abuse/insults
- Physical abuse
- Being treated less favourably than colleagues
- Shouting
- Intrusion – pestering, spying or stalking
- Menacing behaviour
- Intimidation
- Aggression
- Undermining behaviour
- Excessive monitoring of work
- Humiliation
- Withholding work-related information
- Setting unreasonable and unrealistic targets
- Blame for things beyond the person's control
- Unequal treatment

This list is not exhaustive.

It is noted that A once-off incident is not normally considered to be bullying behaviour.

#### *What are the Effects of Bullying?*

International research shows that the effects may be physiological, psychological and behavioral.

Effects on the individual: Research shows that individuals who are continually bullied lose self-confidence as self-esteem is eroded and they are at an increased risk of suffering stress. There may be serious effects on health and the person's career may be adversely affected.

Effects on the Organisation: Individuals who are bullied will find it difficult if not impossible to give their best in the workplace. Among the well-documented effects are increased sickness/absenteeism, low morale, a tense atmosphere, cliques or factions.

#### *Why might an individual be reluctant to take action?*

- Because the particular workplace culture passively supports bullying i.e. staff in general are unaware of the seriousness of bullying.
- Because of fear that the complaint may not be taken seriously.
- Because s/he may be seen as unable for the job or/and a weak person.
- If the alleged bully is a person in authority, there may be the fear management will support the alleged perpetrator(s).
- Because making a complaint could result in further intimidation and increased bullying.
- Because there are no witnesses to the bullying and it would be one person's word against another
- Because s/he might be seen to be lacking in credibility or/and personal status
- Where there are witnesses, these might be unwilling to come forward because they are afraid of being branded troublemakers

#### *What can I do to ensure that workplace bullying does not occur in this school?*

- By being familiar with the school policy.
- By participating in in-service with respect to dignity at work.
- By engaging in consultation with respect to the development and review of the dignity in the workplace policy.
- By being aware and educated about workplace bullying.

#### **What can I do to stop people bullying me?**

- Tell them it has to stop! This may be more difficult for some individuals than for others. It is inappropriate for work colleagues to act out their behaviour in an unacceptable manner. If you find it impossible or difficult to make an approach, tell somebody – the Principal, a Contact Person, the staff representative, a Deputy Principal, or other...GET HELP AND SUPPORT.

#### *What may be the consequences of not dealing with workplace bullying?*

- There are consequences for the individuals who perceive themselves to be targets of bullying behaviour, for the alleged perpetrators(s), for organisational culture/ethos and for the Board of Management.

#### *Are there performance criteria by which the success of the Policy might be judged?*

- The existence of a policy on Dignity in the Workplace and the prevention of workplace bullying forms part of health, safety and welfare at work
- Awareness/availability of Policy

- Existence of Charter in a visible place: Dignity in the Workplace
- Dignity in the Workplace as well as inappropriate/bullying behaviour are defined in the Board Policy
- Employee's right to complain is respected

**Informal resolution of complaints is encouraged.**

There are two stages for dealing with cases of alleged bullying: Stage One: Informal and Stage 2 Formal.

Sometimes individuals may be unaware of the negative effects of their behaviour on other adults in the workplace. Such individuals may simply need to be told. Thus, at times incidents of bullying can be handled effectively in an informal way under Stage One. If an incident occurs that is offensive, it may be sufficient to explain clearly to the offender that the behaviour is unacceptable. If the circumstances are too difficult or embarrassing for an individual, support may be sought from another colleague, a contact person, staff representative, Principal, Deputy Principal.

A complainant may decide, for whatever reason, to bypass the informal procedure and proceed to Stage Two.

The following section outlines the procedures to be followed with respect to a complaint.

The Procedure for dealing with bullying in the workplace is as follows:

Code of Practice Detailing Procedures for Addressing Bullying in the Workplace (Extract from IR Code of Practice S.I. No. 17 of 2002 Code of Practice)

**Informal Procedure**

While in no way diminishing the issue or the effects on individuals, an informal approach can often resolve matters. As a general rule therefore, an attempt should be made to address an allegation of bullying as informally as possible by means of an agreed informal procedure. The objective of this approach is to resolve the difficulty with the minimum of conflict and stress for the individuals involved.

- (a) Any employee who believes he or she is being bullied should explain clearly to the alleged perpetrator(s) that the behaviour in question is unacceptable. In circumstances where the complainant finds it difficult to approach the alleged perpetrator(s) directly, he or she should seek help and advice, on a strictly confidential basis, from a contact person. A contact person in the school environment could, for example, be one of the following:
- A work colleague;
  - A member of management
  - An employee/trade union representative.

In this situation the contact person should listen patiently, be supportive and discuss the various options open to the employee concerned.

- (b) Having consulted with the contact person, the complainant may request the assistance of the contact person in raising the issue with the alleged perpetrator(s). In this situation the approach of the contact person should be by

way of a confidential, non-confrontational discussion with a view to resolving the issue in an informal low-key manner.

- (c) A complainant may decide, for whatever reason, to bypass the informal procedure. Choosing not to use the informal procedure should not reflect negatively on a complainant in the formal procedure.

#### **Formal Procedure**

If an informal approach is inappropriate or if after the informal stage, the bullying persists, the following formal procedures should be invoked:-

- a. The complainant should make a formal complaint in writing to his/her Principal. If the Principal/Deputy Principal is the subject of the complaint, the formal complaint should be made to the Chairperson of the Board of Management.
- b. The alleged perpetrator(s) should be notified in writing that an allegation of bullying has been made against them. They should be given a copy of the complainant's statement and advised that they shall be afforded a fair opportunity to respond to the allegation(s).
- c. The complaint should be subject to an initial examination by a designated member of management, who can be considered impartial, with a view to determining an appropriate course of action. An appropriate course of action at this stage, for example, could be exploring a mediated solution which would require the agreement of all parties, or a view that the issue can be resolved informally. Should either of these approaches be deemed inappropriate or inconclusive, a formal investigation of the complaint should take place with a view to determining the facts and the validity or otherwise of the allegation(s).

#### **Investigation**

- d. The investigation should be conducted by either a designated member or members of management or, if deemed appropriate, an agreed third party. The investigation should be conducted thoroughly, objectively, with sensitivity, utmost confidentiality, and with due respect for the rights of both the complainant and the alleged perpetrator(s).
- e. The investigation should be governed by terms of reference, preferably agreed between the parties in advance.
- f. The investigator(s) should meet with the complainant and alleged perpetrator(s) and any witness or relevant persons on an individual confidential basis with a view to establishing the facts surrounding the allegation(s). Both the complainant and alleged perpetrator(s) may be accompanied by a work colleague or employee/trade union representative if so desired.
- g. Every effort should be made to carry out and complete the investigation as quickly as possible and preferably within an agreed timeframe. On completion of the investigation, the investigator(s) should submit a written report to the Board of Management containing the findings of the investigation.
- h. The complainant and the alleged perpetrator(s) should be informed in writing of the findings of the investigation.
- i. Both parties should be given the opportunity to comment on the findings before any action is decided upon by the Board of Management. The method of communicating the commentary may be in writing and/or by the individuals presenting at a Board of Management meeting.

#### **Outcome**

- j. Should the Board of Management decide that the complaint is well founded, the alleged perpetrator(s) should be given a formal interview to determine an appropriate course of action. Such action could, for example, involve

counselling and/or monitoring or progressing the issue through the disciplinary and grievance procedure of the employment.

### **Confidentiality**

All individuals involved in the procedures referred to above should maintain absolute confidentiality on the subject.

At all stages of the process a clear record should be kept of:

- the investigation undertaken.
- all communications to/by the complainant
- the subject of the complaint
- the steps and all the decisions taken

The above records should be held by the Chairperson of the Board of Management in a confidential manner in a secure place.

Where a complaint has been rejected or has not been upheld, a statement to that effect shall conclude the record in the personnel file of the complainant. All records in relation to a rejected/not upheld complaint shall be removed from the personnel file of the subject of the complaint. A statement of the outcome of the investigation will conclude all other files. Where a statement of the outcome of the investigation confirms the allegation to be true then the statement of outcome shall be placed on the file/record of the person against whom the investigation upheld the complaint.

### **Protection and Support**

Staff shall be protected from intimidation, victimisation or discrimination for filing a complaint or assisting in an investigation. Retaliation against a member of staff for complaining about bullying/harassment is considered a disciplinary offence. A malicious complaint made by a staff member will be treated as misconduct under the disciplinary procedure.

### **Assistance in the Event of Harassment**

Every effort will be made to assist if they so wish, persons who are victims of bullying/harassment to deal with the problem and where it is requested, the services of a counsellor will be made available by the Board of Management. Persons who bully/harass others may be requested to attend counselling to prevent further incidences of harassment occurring. Access to such counselling may be made available by the Board of Management.

### **Training/Awareness**

It is considered that all personnel who have a role in either the informal or formal procedure – e.g. designated members of management, worker representatives, union representatives etc- should be made aware of appropriate policies and procedures which should, if possible, include appropriate training.

## **3.4 Health and Safety Policy**

### **Purpose**

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

### **Scope**

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

### **Policy**

It is the policy of the School to operate in a safe manner which protects the health and welfare of all employees in accordance with the relevant legislation. This policy states the general responsibilities on both the School and its employees in this regard. The School places great emphasis on health and safety matters and undertakes to carry out its business in such a way as to ensure the safety, health and welfare of all its employees, pupils, visitors and the general public in

accordance with safety, health and welfare at work legislation. Therefore, every employee must co-operate to enable compliance with all statutory duties.

This section is not the Safety Statement, which employees can request from their manager.

The health and safety policy requires total commitment from all employees consistent with the following:

- Each individual has a legal obligation to take reasonable care for his or her own safety and for the safety of other people who may be affected by his or her acts or omissions.
- Complying with instructions and procedures issued.
- Reporting any serious danger to health and safety, to your manager and / or an appropriate person (see 'Accident Reporting' below).
- Reporting any incidents which have led, may lead or might have led to injury.
- Co-operating with any investigation to prevent accidents.
- Using equipment or substances in accordance with information or training.

When working with young people (under 18 years of age), consideration should be made for their lack of experience and maturity with regard to their safety.

#### **Principles applying to Health and Safety**

- Employees should look where they are going and proceed cautiously, avoid running and rushing – it's better to be safe than sorry.
- Employees should ensure that their untidiness or carelessness does not cause injury to someone else.
- Employees should not interfere with any electrical wiring in any way.
- Employees should not obstruct exits and doorways.
- When lifting and handling, employees should keep their backs straight.
- Employees should not lift or handle heavy objects on their own.
- The School should ensure that employees understand what they are doing before they operate any equipment or machinery, however simple, on their own.
- Employees should wear protective clothing (PPE) including goggles, ear protectors, gloves and boots when appropriate or advised to do so
- Employees should not clean any machinery or equipment whilst in motion or without turning it off.
- Employees should not interfere with any safety equipment or guards on machinery.

#### **Accident Reporting**

Employees have an obligation to report any accident/incident/near miss/potential safety risk or anything that has come to their attention during the working day that may be unsafe.

If an employee is involved in an accident at work, it must be reported and appropriately recorded. All accidents, however minor, must be recorded. This gives the School the opportunity to investigate the causes and prevent similar accidents happening in the future.

In the event of a serious or notifiable accident or dangerous occurrence, it is essential that the School's safety officer is advised as soon as possible, in order that suitable action may be taken.

If employees see something unsafe and cannot correct it, they should immediately report it to their supervisor / manager.

If employees have any questions about reporting accidents or safety, they should speak to their manager.

#### **Fire**

Fire presents significant risk to the School. It can kill or seriously injure employees, pupils, students or visitors and can damage or destroy buildings, equipment and stock. Employees must co-operate with the School to ensure that the workplace is safe from fire and its effects and must not do anything which will place themselves or others at risk. Any significant risk of fire which might affect the safety of others should be reported and employees should co-operate with all measures to

reduce/control the risks. Employees should ensure they know about the fire warning system and how to operate and respond to it.

The following simple points will help to reduce the risk from fire:

- Escape routes must be free from any obstructions.
- Good standards of housekeeping.
- Keep workplaces tidy.
- Regularly remove any combustible waste.
- Keep ignition sources away from combustible material.

### **First Aid**

The School has designated employees trained in emergency first aid. Employees should familiarise themselves with the people trained in first aid and the position of first aid boxes. The employees currently trained are listed in Schedule 1 of this handbook.

### **Smoke-free Workplace**

This policy has been developed to protect all employees and visitors from exposure to second-hand smoke. The School acknowledges that non-smokers have a right to work in a safe and healthy environment and that exposure to second-hand smoke increases the risk of lung cancer and heart disease and causes or triggers asthma as well as many other illnesses and minor conditions. All our employees must refrain from smoking within the times and circumstances set out in this policy. The policy applies to all staff, pupils, visitors, contractors, consultants and other persons who enter LFI premises or grounds.

This policy seeks to:

- Guarantee a healthy working environment and protect the health of employees, pupils and members of the public by ensuring that all LFI premises are smoke-free.
- Comply with the Safety, Health & Welfare Act 2005, under which the School has a general duty to protect, so far as is reasonably practicable, the health, safety and welfare of their employees; and the Public Health (Tobacco) Act 2002 (section 47) Regulations 2003, which prohibits smoking in enclosed workplaces and public places.
- Raise awareness of the dangers associated with exposure to tobacco smoke.
- Take account of the needs of those who choose to smoke and support those who wish to stop.

Smoking is prohibited at all times in all LFI premises whether indoors or outdoors on school grounds. This applies to all persons, regardless of their status within LFI or their business with the LFI. Employees are only permitted to smoke whilst off duty (in official break times). All pupils, parents, visitors, contractors, consultants and other persons who enter the premises of LFI are required to abide by this smoke-free policy. All employees are expected to make visitors aware of this policy and to ask any visitor who breaches this policy to extinguish all smoking materials. Visitors who continue to smoke should be reported to management.

Smoking is prohibited in employees' private vehicles if they are being used to transport other employees, pupils or members of the public whilst the staff member is carrying out duties as an employee.

The Proviseur has overall responsibility for the implementation and review of this policy. However, all employees are obliged to adhere to and support the implementation of the policy on an ongoing basis. All existing employees and new personnel should be aware of this policy.

Any employee who does not comply with this policy will be liable to disciplinary action in accordance with LFI's disciplinary procedure. Those who do not comply with smoke-free legislation may also be liable to a fixed penalty fine and possible criminal prosecution.

The School offers a range of free services to help smokers give up and employees may use the National Smoking Quitline @ 1850 201 20.

This policy will be kept under review so as to ensure that it continues to meet its aims.

## **3.5 Equality Policy**

### **Purpose**

The purpose of this policy is to demonstrate the School's commitment to equality of opportunity in line with the requirements of the Employment Equality Acts, 1998-2015. The policy also supports the rights of persons availing of goods

or services under the Equal Status Acts, 2000-2011.

Our aim is to promote equality of opportunity and fair treatment for all employees, job applicants, pupils, parents and people with whom our employees come into contact with in the course of their day-to-day work.

### **Scope**

This policy applies to all employees and applicants for employment.

### **Policy**

The School is an equal opportunities employer. As such it is committed to equality of opportunity for existing and potential employees. The purpose of this equal opportunity/diversity policy is to create a workplace which provides for equal opportunities for all staff and potential staff, where their dignity is protected and respected at all times.

All persons, regardless of gender, marital status, family status, race, religious beliefs, sexual orientation, disability, age, or membership of the Traveller community will be provided with equality of access to employment and also encouraged and assisted to achieve their full potential. We will continue to foster a genuine culture of equality.

### **Objectives**

The aim of the policy, in terms of employment, is to ensure that no job applicant or employee receives less favourable treatment on any grounds which cannot be shown to be justified. This applies to recruitment and selection, training, promotion, pay and employee benefits, employee grievances, disciplinary procedures and all terms and conditions of employment.

### **Responsibilities**

The responsibility for ensuring the provision for equality of opportunity rests primarily with the School as an employer. Managers and Supervisors have particular responsibility to engender respect for difference and to accommodate diversity where appropriate.

All employees have an important role to play in ensuring equality of opportunities throughout the School. It is also recognised that individual employees on behalf of the School have responsibilities in law and are:

1. Required to co-operate with any measures introduced by the School to promote equal opportunities.
2. Must not themselves, either directly or indirectly, discriminate against fellow employees or harass or intimidate them in any way.

### **Structures**

The School is committed to ensuring that appropriate arrangements are in place for effective implementation, monitoring and review of the policy.

This policy will be communicated at every level within the School.

### **Recruitment and Selection**

The School will select those suitable for employment solely on the basis of merit. All job advertisements, application forms and publicity material will encourage applications from all suitable candidates and will not discriminate intentionally or

unintentionally against any group or individual on any unjustifiable grounds. The objective is to ensure that all candidates have equality of access to all job vacancies.

Where possible and practicable, efforts will be made to ensure that interview panels are balanced and that interviewers are trained to conduct interviews in a non-discriminatory way and that questions relate to the requirements of the job.

Relevant questions will be asked of all candidates and evaluated in the same way and interviewers will be careful not to ask questions which might be taken as discriminatory.

Selection will be on merit and those who are successful will demonstrate their suitability for employment according to pre-determined job-related selection criteria which will be consistently applied throughout the recruitment process.

Equality of opportunity will also include accommodating, where possible, the special needs of individuals to facilitate their participation in the recruitment and selection process.

### **Career Development and Training**

Available opportunities for career development and training will be open to all and will not discriminate directly or indirectly on any of the grounds outlined in the equality legislation. All employees will be provided with every reasonable opportunity to acquire the range of training, skills and experience necessary for their career development.

Opportunities for training and/or promotion will be based on the requirements of the job and career development will be based on people's abilities and merit. The School is committed to a relevant training and career development policy for all employees irrespective of background.

### **Complaints and Redress**

All complaints from employees in relation to employment equality or alleged discrimination will be handled in accordance with grievance procedures. Any person who wishes to raise issues concerning alleged discrimination or unfairness should do so in the first instance by contacting their manager.

The School is committed to ensuring that all issues concerning alleged breaches of this policy will be dealt with seriously, promptly and with appropriate regard for confidentiality.

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

The School is committed to providing a safe and secure working environment that is free from harassment (including sexual harassment) and bullying and within which all employees will be treated with dignity and respect. All employees have an obligation to prevent and eliminate bullying and harassment. A specific bullying and harassment policy and associated procedures are in place.

### **Positive Action**

The School is permitted under the Employment Equality Act to take measures to promote equal opportunity for men and women, in particular by removing inequalities affecting women's access to training, promotion and work conditions.

The School may also take measures to reduce or eliminate the effects of discrimination by seeking to integrate the following persons into employment:

- (a) persons over 50;
- (b) persons with a disability;
- (c) members of the Traveller community.

### **Review and Monitoring**

Progress in the areas of equal opportunities and diversity will be measured through continuous monitoring of the implementation of the equal opportunities/diversity strategy. All aspects of this equality policy will be monitored and reviewed by the School from time to time.

## **3.6 Redundancy Policy**

### **Purpose**

This policy details the School's approach to redundancy.

### **Scope**

This policy applies to all employees.

### **Policy**

It is recognised that circumstances may arise which leave the School with no alternative but to declare redundancies.

Where employees are made redundant, the prime consideration will be to protect the employment of as many people as possible, consistent with maintaining a fully efficient operation. Therefore, selection will be based on retaining key employees required to maintain an efficient operation. In the event of a redundancy situation arising, the School is not bound to a "last in-first out" policy or any other specific policy. Each situation will be treated in line with the School's business requirements based on circumstances at the time. All employees will be treated equally and selection will be carried out in a fair manner against appropriate selection criteria.

Should the need for redundancy arise, appropriate consultation with employees will take place.

## **3.7 Visitors**

### **Purpose**

This policy details the School's approach to visitors.

### **Scope**

This policy applies to all employees and visitors.

### **Policy**

To provide for safety and security of employees, visitors, and the facilities at the School, only authorised visitors are allowed in the workplace. Restricting unauthorised visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards employee and pupil welfare, and avoids potential distractions and disturbances.

## **3.8 Whistleblowing Policy**

### **Introduction**

The School is committed to the highest standards of openness, probity, and accountability, as well as the highest possible ethical standards in all of its practices. To achieve this, it encourages staff to use internal mechanisms for reporting any malpractice or illegal acts or omissions by its employees. We therefore view it as extremely important to have a mechanism in place to enable employees to voice concerns in a responsible and effective manner.

The School is committed to dealing with all genuine concerns raised appropriately, openly, responsibly and professionally. Persons raising genuine concerns are commonly known as "Whistle-blowers".

### **Purpose**

- Whistleblowing is raising a genuine concern, which in the reasonable belief of an employee shows relevant wrongdoing within the School.
- A whistle-blower is a person who raises a genuine concern about wrongdoing.

### **Scope**

This policy has been designed to enable employees and others with knowledge of the School, including employees, contractors, trainees, agency staff, former employees and job seekers to raise genuine concerns about the School safely and appropriately, and to disclose information which they believe shows malpractice or impropriety without fear of victimisation. Concerns raised may include:

- The commission of an offence
- A miscarriage of justice
- Non-compliance with a legal obligation
- Health and safety threats
- Misuse of public monies
- Mismanagement by a public official
- Damage to the environment
- Concealment or destruction of information relating to any of the above

Examples of such relevant wrongdoings might include misrepresentation or misuse of the School's information, finances or other assets, unacceptable behaviour towards colleagues or the public, or action contrary to the business or activities of the School. Genuine concerns could relate to any part of the Organisation in which a worker works, or a related Organisation. For example, a worker could become aware of, and feel it necessary to bring to someone's attention, a cause for genuine concern relating to another Organisation.

This policy is not designed to question financial or business decisions taken by the School. This policy complements other School policies (including grievance, dignity at work and equal opportunities policies) already in place. There are no definitive rules about which procedure to use in which circumstances. The general principles are as follows:

- If the issue relates to genuine concerns where the interests of others or the School itself are at risk then the whistleblowing procedure should be followed.
- If the issue causing concern relates to a management decision or conditions or services that affect an employee personally, the grievance procedure is probably more appropriate.
- If the issue relates to bullying, victimisation or harassment of employees then the bullying and harassment policy should be used.

The key message to all workers, however, should be "raise your concern, even if you are unsure".

Employees may be worried about raising such issues or may prefer to keep their genuine concerns to themselves, perhaps feeling that it is none of their business or that it is only an unsupported suspicion. They might feel that raising the matter would be disloyal to colleagues, managers or the School. They may fear the consequences of possibly speaking to the wrong person, or raising an issue in the wrong way and being unsure of what to do next.

This procedure enables all employees to raise their genuine concerns about malpractice at an early stage and in the right way. This policy is intended to encourage employees to raise genuine concerns they may have relating to the School.

### **Protection and Confidentiality**

Employees who whistleblow are protected by the Protected Disclosures Act 2014 provided the disclosure is made with reasonable belief of malpractice or impropriety. The School takes this extremely seriously; no worker who raises a whistleblowing concern will suffer any detrimental treatment as a result of raising a concern. Detrimental treatment includes dismissal, disciplinary action or penalisation by the School, threats or intimidation to the individual, or any other unfavourable treatment connected with raising a concern. If a worker feels they have suffered any such treatment, they should raise it formally through the grievance procedure.

Employees must not threaten, victimise or retaliate against whistleblowers in any way. Anyone involved in such conduct will be subject to disciplinary proceedings.

If an investigation under this policy concludes that a disclosure has been made maliciously, vexatiously, in bad faith, or with a view to personal gain, the whistleblower may be subject to disciplinary action. Those choosing to make disclosures without following this procedure or anonymously may not receive the protection outlined in this policy.

The School has a very strict non-retaliation policy against anyone who raises a genuine concern and will not tolerate harassment or victimisation. However, it is recognised that someone may have good reasons to prefer to raise a genuine concern in confidence under this policy. The School will make every effort to treat all disclosures in a confidential and sensitive manner. Particular effort will be made to keep the identity of the employee confidential at all times. Only in exceptional cases will the individual's identity be disclosed, primarily where prior agreement has been reached with the employee or where it is believed necessary in order to:

- complete a full and proper investigation
- prevent serious risk or damage
- prevent a crime or prosecute a criminal offence

In such circumstances, the School will endeavour to enter into dialogue with the employee in advance to discuss how to proceed.

**Where there is uncertainty as to whether a disclosure is a "protected disclosure" it will be presumed to be a "protected disclosure", unless the contrary can be proven.**

### **Raising a Whistleblowing Concern Internally**

The School hopes that in many cases employees will be able to raise any concerns with their line manager. However, if an employee would prefer not to raise it with them for any reason, they should contact a more senior manager. Employees may make the disclosure in person or put the matter in writing if they prefer.

The School may at its discretion nominate an additional third party to hear disclosures. Should such a measure be put in place, employees will be notified and provided with the necessary contact details.

All complaints will be fully investigated, where possible by an appropriate senior manager with relevant experience of investigations who is not connected with the case. A nominated third party may be requested to conduct the investigation where an independent party is required. The whistleblower may be asked to attend a meeting to discuss the concern. They may be accompanied by a colleague or trade union official. The companion must respect the confidentiality of the employee's disclosure and any subsequent investigation.

The School will endeavour to keep the employee updated on the progress of the matter and the outcome of the investigation. The employee should appreciate however that it may not always be possible or appropriate to tell them details of any action, but they will be informed if action is taken.

If the employee is not happy with the way in which their concern has been handled, they can raise it with another manager or the Chairperson of the Board of Management if they have not already done so.

### **Raising Concerns Externally**

Employees should endeavour, in the first instance, to raise any concerns internally. It is the School's intention that employees will not find it necessary to alert anyone externally.

However, the School accepts that in certain circumstances it may be necessary to raise a concern externally, for example if the employee is not satisfied with an internal response to a disclosure. External disclosures should be raised through the channels below as applicable.

### **Prescribed Persons**

A protected disclosure may be made to any "prescribed persons" (e.g. a regulatory body) prescribed by the Minister for Public Expenditure and Reform. Where an employee opts to make a disclosure in this manner they must reasonably believe the information disclosed and any allegations made to be substantially true. Full details of prescribed persons are available in Statutory Instrument, (SI) No. 339, available at [www.irishstatuebook.ie](http://www.irishstatuebook.ie).

### **Legal Adviser**

A protected disclosure may be made in the course of obtaining legal advice from a barrister, solicitor or trade union.

### **Other Disclosure**

In exceptional circumstances only it may be appropriate to raise a protected disclosure in the public domain, e.g. to the media. Employees are strongly advised to seek legal advice prior to making a disclosure in the public domain.

In order for such a disclosure to be protected the employee must:

- reasonably believe that the information disclosed is substantially true
- The disclosure must not be made for personal gain
- The making of the disclosure must in all the circumstances be reasonable

In addition one or more of the following conditions must be met:

- At the time of making the disclosure the whistle-blower reasonably believes that he/she will be subject to penalisation and detriment by his/her employer if the disclosure was made to the employer
- In a case where there is no prescribed person in relation to the relevant wrongdoing, the employee reasonably believes that evidence will be destroyed or concealed if the disclosure was made to the employer
- The employer has previously made a disclosure of substantially the same nature to either the employer or a prescribed person and no action was taken
- The relevant wrongdoing is of an exceptionally serious nature

### **Monitoring and Recording**

Information regarding concerns raised under the whistleblowing policy will be collected for monitoring purposes.

### **Review**

This policy will be reviewed from time to time as necessary and any changes will be notified to employees at the appropriate time.

## **3.9 Performance Management**

### **Purpose**

The purpose of this policy is to demonstrate the School's commitment to supporting every employee in reaching their potential and achieving their personal goals, which in turn will assist the School in achieving its objectives. This policy applies to all employees who have successfully passed their probationary period.

### **Policy**

This policy supports the performance appraisal in the School which is part of the School's performance management system. The appraisal is a formal process centred on an annual meeting of each employee and their line manager to discuss his/her work.

The purpose of the meeting is to review the previous year's achievements and to set objectives for the following year. These should align individual employees' goals and objectives with the School's goals and objectives.

### **Core Principles**

1. The appraisal process aims:
  - To improve the effectiveness of the School by contributing to achieving a well-motivated and competent workforce.
  - To clearly state the expectations of each position based on the job description and to ensure that each employee understands their role and responsibilities.
  - To identify and support the attainment of key performance objectives for each position.
  - To identify individual employee training needs and career development goals.
2. Appraisal is an ongoing process with an annual formal meeting and a six month review to monitor progress.
3. The appraisal discussion is a two way communication exercise to ensure that the needs of both the individual and the School are being met, and will be met in the next year.
4. The appraisal discussion will review the previous year's achievement, and will set an agreed personal development plan for the coming year for each employee.
5. All employees who have completed their probationary period are required to participate in the appraisal process.
6. The appraisal process will be used to identify the individual's development needs and support the objectives of the training and development policy.
7. The appraisal process will provide management with valuable data to assist succession planning.
8. The appraisal process will be a fair and equitable process in line with the School's equal opportunities policy.

### **Procedure**

The annual appraisal takes place in November/December and the six months' review in May/June each year. It is the line manager's responsibility to ensure that both of these take place at the correct time. The discussion will be held in private. Information shared during the appraisal will be shared only with senior management and human resources. The appraiser will be expected to be familiar with the appraisee's work. All appraisal documents should be issued to both parties prior to the discussion, in order to allow time for both parties to reflect and prepare. These will provide a framework and focus for the discussion. A time and venue for the discussion will be advised at least one week before the meeting takes place.

### **The Appraisal Discussion**

The appraisal discussion will allow an opportunity for both the appraisee and the appraiser to reflect and comment on the previous year's achievements. It will praise achievement and encourage the appraisee in his/her role. The appraiser is accountable for giving the employee constructive, timely and honest appraisals of their performance, which should take into account the goals of both the School and the individual. The discussion should be a positive dialogue, and will focus on

assisting the appraisee to acquire the relevant knowledge, skills and competencies to perform his/her current role to the best of his/her abilities. The appropriate forms will be completed and signed by both parties. The appraisee will be given the opportunity to note any comments that he/she does not agree with and complete a self-assessment. The appraisee and line manager should agree on a personal development plan for the appraisee for the following year. This will reflect the appraisee's aspirations and the School's requirements, and should align personal and Organisational goals. The School and the line manager will support the individual to achieve these goals during the forthcoming year. Any training needs, future training requirements, planned qualifications, development opportunities and career planning should be discussed in light of the personal development plan.

#### **Training and Monitoring**

Senior management are responsible for the appraisal process and shall ensure that appraisers and appraisees are adequately equipped and trained to undertake the performance appraisal.

# 4 Terms and Conditions

## 4.1 Probationary Policy

### **Purpose**

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

### **Scope**

This policy applies to all employees during their probation period.

### **Policy**

All new employees are required to satisfactorily complete a probationary period of 6 months as set out in their contract of employment or statement of terms and conditions. During this period, performance in carrying out the job and potential abilities are evaluated to determine suitability for the position in the School. At the end of this probationary period, a formal performance review meeting will be held between the employee and his or her manager and if the conclusions are satisfactory, the position will be confirmed.

The School reserves the right to extend the probationary period of an employee by 3 months should this be deemed necessary in order to evaluate the individual's overall suitability. The School's disciplinary procedures will not apply to any dismissal during the probation period (or any extension thereof).

Employees may not automatically be entitled to all benefits enjoyed by other employees during the probationary period. In the event that this is the case, the employee will be notified of this.

During the probationary period either party may terminate the contract by giving notice in writing in accordance with the Minimum Notice and Terms of Employment Acts 1973 to 2001. The School at all times reserves the right to pay employees their basic salary in lieu of notice.

## 4.2 Hours of Work

### **Purpose**

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

### **Scope**

This policy applies to all employees.

### **Policy**

Normal weekly working hours are set out in employees' contracts of employment or statements of terms and conditions. The way in which employees work these hours may be changed from time to time. All breaks must be taken at a time agreed with an employee's manager.

Employees will be given reasonable notice of any change to their hours or requirement to work overtime. The LFI operates a time-in-lieu policy for overtime, which is to be agreed with an employee's superior prior to overtime taking place.

The LFI will use appropriate means to record attendance. Employees should be at their place of work, ready to start work at normal starting time. The LFI attaches great importance to punctuality.

## 4.3 Absence and Sick Leave

### **Purpose**

The purpose of this policy is to ensure that all employees are aware of their rights and obligations in relation to absence from work due to sickness.

**Scope**

This policy applies to all employees.

**Policy**

The School has an expectation of regular attendance at work by all employees. However, it is acknowledged that employees may, from time to time, be absent from work due to illness. It is the policy of the School to treat all such absences in a fair and consistent manner, while weighing up the impact of such absences on the ability of the School to function effectively.

**Notification**

Employees absent from work without prior permission must personally notify the Proviseur or primary school director immediately (or in any event, not less than one hour before their normal start time, giving the reason for absence and expected date of return). The School will continuously monitor absence levels. All absences other than certified illness, force majeure, annual leave or written leave of absence approved by management, may be subject to disciplinary action in accordance with the procedures outlined.

**Sickness Absence**

Employees are required to provide a medical certificate in a form satisfactory to the School for all absences from work of more than two consecutive working days and thereafter on a weekly basis if the absence continues.

Where absences from work exceed 5 days in a 12 months' period, a medical certificate will need to be produced for any further absence from the first day of absence, and thereafter on a weekly basis if the absence continues.

Normal salary will be paid during a period of sick leave where the probationary period has been completed and the absence is due to illness, up to a maximum of 15 days.

Once the sick pay entitlement has been exhausted, a period of 12 months from the date the entitlement has been exhausted must elapse before an employee qualifies for paid sick leave entitlement again. Any abuse of the sick pay scheme may result in a disciplinary sanction and/or the sick pay scheme being discontinued for the employee in question.

Persistent short-term sickness absence is, in the absence of any underlying medical condition or other reasonable excuse, a disciplinary matter and will be dealt with in accordance with the School's disciplinary procedure.

Where the School makes payment of salary to an employee during any period of absence due to sickness or injury and the employee is entitled to any social welfare or similar benefits during such period of absence, the employee will be required to reimburse the School for the amount of social welfare or other benefits received or the School may choose to reduce the amount receivable by the employee during such absence to take account of any social welfare payments.

**Annual Leave and Sickness**

Employees who are on certified sick leave will continue to accrue annual leave entitlement. Should an employee be unable to take annual leave in the leave year due to illness, they may carry the leave forward following a discussion with school management. Any leave carried forward in this manner must be used within 15 months of the end of the leave year to which it relates.

The above applies only to statutory annual leave entitlement, unless otherwise stated by the School.

**Return to Work**

The School may (at its expense) require an employee to attend for examination by a medical practitioner of the School's choice. The School and/or its medical advisors will be entitled to the disclosure of the results, provided such disclosure is restricted to matters which could affect the employee's employment.

**Illness Benefit**

Employees may be entitled to Illness Benefit from the Department of Social Protection if they cannot work because of illness. They must be aged under 66, covered by the appropriate class of social insurance (PRSI) and satisfy the PRSI conditions. If an employee is receiving sick pay from the School any Illness Benefit they receive must be paid to the School (see above).

**Social Welfare Illness Benefit**

Illness Benefit is not linked to your employer's policy on pay for sick leave (your employer can decide their own policy on sick pay and sick leave). Whether your employer pays you or not while you are out sick from work, you should claim Illness Benefit from the first day of your illness.

However, From 6 January 2014 no Illness Benefit payment is made for the first 6 days of illness (up from 3 days). This means that employees will not be entitled to Illness Benefit for the first 6 days of their claim (unless they were receiving Illness Benefit, Injury Benefit or a jobseekers' payment immediately before their claim). Claims with a commencement date before 6 January 2014 and those coming from Maternity Benefit will not be paid for the first 3 days of illness.

Employees must apply for Illness Benefit within 7 days of becoming ill. A delay of more than 7 days may cause them to lose some of their payment unless there is a good reason for the delay in applying, in which case payment may be backdated.

A first social welfare medical certificate (known as MC1), which includes an application form for Illness Benefit, can be obtained from a General Practitioner or hospital doctor. The doctor must complete the medical certificate part of the form.

Employees must visit their doctor and send the School an intermediate medical certificate (known as MC2) each week for as long as they are ill, unless told otherwise. They must get a final medical certificate from their doctor being going back to work.

## 4.4 Alcohol and Drugs

### **Purpose**

The purpose of this policy is to outline the *The School's* approach to drugs and alcohol.

### **Scope**

This policy applies to all employees and contractors of the School.

### **Key Principles**

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

Work premises are alcohol and drug free during work hours.

Use of alcohol or drugs outside working hours should not impair performance and behaviour at work.

### **Glossary of Terms and Definitions**

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

### **Policy**

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

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

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

### **Action where an employee is suspected of being unfit for work**

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

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

Where an employee is removed from the premises, the School will use reasonable endeavours to ensure that the individual travels home in a safe manner. An employee found in possession of illegal substances will be reported to An Garda Síochána.

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

### **Testing**

An employee may be subject to alcohol and drugs testing in circumstances where there is good reason to suspect that they are under the influence of intoxicants or are involved in a work-related accident. *The School* also reserves the right to conduct random testing of Employees.

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

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

### **Procedures regarding Identification of Alcohol or Drug use**

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

### **Confidentiality**

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

## **4.5 E-Mail, Internet and Telecommunications Use**

### **Purpose**

This document sets out the School's policy with regard to acceptable internet, e-mail and information technology (I.T.) usage.

### **Scope**

This policy applies to all employees of the School, and any other person using business I.T. resources.

### **Policy**

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

This policy also aims to provide guidelines on acceptable usage of I.T. facilities. All employees are required to be familiar with these requirements and to adhere to same. Should an employee have a query in this regard, they should consult their manager.

### **I.T. Usage Policy**

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

### **Internet**

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

If internet access is provided, it should only be used to fulfil School requirements. The internet should never be used for

personal purposes during working time. Outside working time authorisation may be sought to access the internet for personal use, e.g. to make purchases, or to conduct research for personal purposes. However, such use should be limited, and the user must accept liability for any losses incurred while using the systems for personal use. Due to the risk of infection by viruses or infringement of licence agreements, no software should be downloaded from the internet unless employees have prior permission from the School's Operations Manager to do so.

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

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

### **E-mail**

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

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

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

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

### **General**

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

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

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

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

The School's I.T. systems should not be used for the purposes of engaging in secondary employment.

The School's telephone systems should not be used for personal use, without the consent of a manager. Where an employee receives a personal call while at work, they should keep the call brief.

### **Social Media**

Social networking and social media are communication tools which can have significant impact on the School and employees' professional reputations. Examples of social media may include blogs, twitter, Facebook, LinkedIn, YouTube, wikis etc. Employees are personally responsible for the content they publish online. Employees should not publish any material that purports to represent the School or its views on line unless authorised by management to do so.

### **Personal Usage of Social Media**

You must not disclose the Organisation's name or details on your own personal social media platform. Your work e-mail address should not be used as your primary means of identification on your personal social media platform. The Organisation may impose the disciplinary process up to and including dismissal for posting inappropriate material on social networking sites in circumstances where the posts breach confidentiality, dignity at work, Anti-Bullying, Harassment

or Sexual Harassment, internal policy or brings the Organisation into disrepute.

Respect your audience. Employees should refrain from engaging in the use of inappropriate slurs and personal insults referring to work colleagues, pupils, parents and/or the School as this may lead to disciplinary action up to and including dismissal.

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

### **Using Social Media for Work purposes**

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

Where it is part of an employee's role to engage in social media, the following guidelines must be adhered to:

1. Respect for copyright, fair use and data protection.
2. Non-disclosure of the School's or another's confidential or other proprietary information and never discuss the School's business performance or other sensitive matters.
3. No references to pupils, parents, partners or suppliers without their prior approval. References should where appropriate link back to the source. Don't publish anything that might allow inferences to be drawn which could embarrass or damage a client.
4. No publication of ethnic slurs, personal insults, obscenity
5. No publication of material that could be deemed to be threatening, harassing, illegal, obscene, defamatory, slanderous or hostile towards an individual or entity
6. No use of the School's logos or trademarks unless approved in advance.
7. Content must be accurate and reviewed for grammatical and spelling errors.

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

### **Queries**

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

## **4.6 Confidentiality**

### **Purpose**

The purpose of this policy is to outline the terms of the School's confidentiality policy.

### **Scope**

This policy applies to all employees of the School

### **Policy**

The School realises the sensitive nature of the service it provides, and therefore understands the importance of confidentiality. Employees are required not to divulge secrets or any information that is regarded as confidential by the

School or any associated companies or their business during or after their employment, except in the proper course of their employment or as required by law.

An employee may not remove any documents or effects belonging to the School or which contain any confidential information from the School's premises at any time without proper advance authorisation.

Employees must return to the School all documents and effects belonging to the School or which contain or refer to any confidential information and which are in their possession or under their control on request and, in any event, on termination of their employment.

## 4.7 Right to Search

### **Purpose**

The purpose of this policy is to outline the School's right to search with reference to employees and their belongings.

### **Scope**

This policy applies to all employees of the School.

### **Policy**

The School reserves the right to search any employee, their property, vehicles and lockers at any time whilst they are at, coming to or leaving work, whether it be on the School premises or elsewhere, should it be deemed necessary.

Any searches will be carried out in private by a designated person from the School. Either *The School* or the employee may request a witness to attend. Searches of an employee's person will be conducted by a person of the same sex, unless otherwise requested by the employee. A record of the search will be made and stored on the employee's file.

Refusal to comply with a search request may be deemed serious misconduct.

## 4.8 Staff Discounts Policy

### **Purpose**

The purposes of this policy are:

- To define what discounts are available and to which employees
- To document how such discounts are calculated
- To advise employees of the potential for a benefit in kind to arise
- To eliminate the risk of error or fraud in the application of employee discounts

### **Scope**

- The discounts offered under this policy are available to all LFI employees (other than partners of AEFÉ employees) who are employed under a contract of indefinite duration (CID) on the 1<sup>st</sup> September of the relevant school year
- AEFÉ employees or employees of any entities other than the Lycée Français d'Irlande may not avail of the discounts offered under this policy
- LFI employees who are also the partners of AEFÉ employees may not avail of the discounts offered under this policy
- For the avoidance of doubt: AEFÉ employees who are temporarily employed by LFI whilst awaiting formal transfer to an AEFÉ contract of employment may not avail of the discounts offered under this policy

### **Policy**

#### **Available Discounts**

- A 50% discount on basic school fees for pupils who are children of relevant employees

Basic school fees exclude any additional fees that may be in place from time to time, such as enrolment fees, OIB supplement, Lunch Supervision charge, charges for class materials, class projects, extra-curricular activities, after-school care etc. and any other such additional charges that might be levied in the future.

- An employee discount cannot be combined with any other that may be available from time to time, such as sibling discounts. In the event that two or more discounts are available, the one with the greater monetary value will be applied.

- No employee discount is available for after-school care (garderie)

#### Calculation of Discounts

- Discounts will be calculated according to the following formula:

$$\text{Relevant fee} \times 50\% \text{ discount} \times \frac{\text{weeks employed 1st Sep – 31st Aug}}{52} \times \frac{\text{CID timetabled hours/week}}{\text{Standard full-time hours/week}}$$

- Weeks employed is as noted in the contract of indefinite duration for the year corresponding to the relevant fee
- CID timetabled hours/week is as noted in the contract of indefinite duration. Overtime and/or temporary amendments are excluded
- Standard full-time hours/week are defined as follows:
  - Employees paid on Primary school class teachers scale: 27.83 hours/week
  - Employees paid on Primary school language teachers scale: 27 hours/week
  - Employees paid on Secondary school teachers scale 22 hours/week
  - Employees paid on Assistant teachers scale: 27.83 hours/week
  - Employees paid on Assistant librarian scale: 27 hours/week
  - All other employees – 37.5 hours/week
- Any employee whose CID timetabled hours/week is 70% or greater of the relevant standard full-time hours/week shall be deemed to be full-time for the purposes of this policy
- In the event that an employee ceases to be employed by LFI before 31<sup>st</sup> August in the relevant year, or before the date noted on the contract of indefinite duration if different, then it will be necessary to recalculate the value of any discount accorded. The employee will be liable to pay any resulting shortfall in school fees. This amount may be deducted from any salary payments due.

#### Taxation: Benefits in Kind

- All employees are advised that under certain circumstances it is possible that school fees discounts will result in a benefit in kind (BIK) arising. Such circumstances are variable, and may change from class to class and from year to year. The administration will make every effort to advise employees at the earliest opportunity should a BIK arise.
- When a benefit in kind arises, its value is treated as notional pay and is liable for all standard payroll taxes. In such cases, both employee and employer will have to pay PAYE, PRSI and USC, as applicable, on the value of the benefit
- Employees in receipt of an employee discount should therefore be aware that they might become liable for additional payroll taxes as a result, and that this liability could occur at any time

#### Review and Audit

- The LFI Board of Management will review the provisions of the Employee Discounts Policy on an annual basis
- The LFI Board of Management will audit the application of the Employee Discounts Policy on a periodic basis

## 4.9 Lay Off / Short Time

#### Purpose

The purpose of this policy is to outline the School's lay off /short time policy.

#### Scope

This policy applies to all employees of the School.

#### Policy

The School reserves the right to lay an employee off from work or reduce their working hours where, through circumstances beyond its control, it is unable to maintain an employee in full employment.

An employee will receive as much notice as is reasonably practicable prior to such lay-off or short-time. An employee will not be paid during the lay-off period and will be paid for hours actually worked during the periods of short-time.

## 4.10 Double Employment

### **Purpose**

The purpose of this policy is to outline the School's double employment policy.

### **Scope**

This policy applies to all employees of the School.

### **Policy**

Employees may not engage in any other employment, trade, or business that would conflict with their duties / functions as an employee of the School or affect their ability to render satisfactory service during their employment with the School without prior written approval of their manager.

It is the policy of the School to ensure that no employee works in excess of the maximum working week applicable to them, and that all employees are permitted to avail of their minimum weekly and daily rest periods as set down by statute. It is the responsibility of the School to ensure that these rights are upheld.

To ensure that both the School and the employee comply with legislative requirements, it is necessary for all Employees provide the School with details of any other employment(s) under which the Employee is engaged.

## 4.11 Expenses Reimbursement Policy

### **Purpose**

The purposes of this policy are:

- to ensure personnel who incur expenses on behalf of LFI have prior authorisation to do so
- to ensure resulting expenses claims are processed in a timely manner
- to ensure payments for expenses claims are fully traceable
- to eliminate risk of fraudulent expenses claims being made.

### **Scope**

This policy applies to all employees of LFI.

### **Policy**

The following procedures must be followed by all members of staff, board members, sub-contractors or other entities when making a claim for reimbursement of expenses.

### **Expenses reimbursement claims:**

- An expenses reimbursement claim form must be completed in respect of every claim other than those pertaining to formation continue. These forms are available on the School's website and from the managing accountant (accounts@lfi.ie).
- The claimant must complete the first section of the form, noting: name; amount of claim; items/services purchased; purchase order number; supplier; date of purchase; and budget used.
- The Proviseur, primary school Director or Board of Management Treasurer (as appropriate) must complete the second section, authorising the claim.
- All reimbursement claims must be authorised as follows:
  - claims from primary school personnel (other than the Director) must be authorised by the primary school Director
  - claims from the primary school Director must be authorised by the Proviseur
  - claims from secondary school personnel (other than the Proviseur) must be authorised by the Proviseur
  - claims from the Proviseur must be authorised by the Treasurer of the Board of Management
- All expenses engaged must follow the LFI purchase order policy.
- All reimbursement claims must be accompanied by justifying documentation. This would normally be a receipt;

an invoice marked "paid," a supplier's order confirmation; a credit card statement; or similar. The document must note the amount paid and the date of payment.

- All reimbursement claims must be made within 30 days of the date of purchase as shown on the receipt/other document.
- Any claim received by the accountant more than 30 days after the date of purchase will be returned unpaid and will not be reimbursed
- All reimbursement claims of €50 and higher must note the relevant purchase order number. Any claim for €50 and higher received with no purchase order number will be returned unpaid and will not be reimbursed.
- Any claim for €50 and higher received where it is clear that a purchase order was only requested after the items were purchased will be returned unpaid and will not be reimbursed.

**Payment of reimbursement claims:**

- All reimbursements, without exception, will be made by bank transfer to an account nominated by the claimant.
- Forms to complete with the nominated bank account references are available from the accountant (accounts@lfi.ie).
- Reimbursement payments will normally be made on fixed dates once a month in accordance with a calendar that the accountant will supply to all personnel at the start of every year.

**Formation Continue/Training expenses:**

The following procedures apply to claims made in respect of expenses incurred whilst attending formation continue/training courses:

There is no need to obtain a purchase order for formation continue expenses if an ordre de mission PRF is raised: the ordre de mission replaces the PO and the expenses reimbursement form.

Expenses for flights and the per diem will be reimbursed at the rate noted on the ordre de mission. If miscellaneous expenses (i.e. for items other than flights, accommodation and meals), for example local buses/metro/taxis etc, total more than the amount allowed for as "frais divers" divers' on the ordre de mission, then the excess amount will also be reimbursed.

All formation continue expense claims should be accompanied by the following documentation:

- ordre de mission
- copy of airline booking confirmation, noting amount paid
- either boarding passes from flights or an attestation of attendance at the training course
- copy of accommodation receipts, noting amount paid
- if an excess of frais divers is being claimed, all the relevant receipts.

Reimbursement of formation continue expenses will normally be made within 7 days of the above documentation reaching the accountant.

However, if the attendee wishes to reclaim flight expenses before attending their training, they should forward the airline's booking confirmation (noting the amount paid) together with a copy of their ordre de mission to the accountant. This may be done as soon as the claimant wishes after the flight is booked. Reimbursement will normally be made within 7 days of this documentation reaching the accountant.

# Schedule 1

## Personnel Trained in Emergency First Aid

**Primary school:**

Stephanie Adamson

Sophie Cronin

Danielle Doliou

Marylene Hayes

Fiona McElree

Helene O'Meara

**Secondary school:**

Valerie Egan

Marlene Renelle

Celine Ross

Solange Van Wormhoudt

# 5 Employee Acknowledgement – Employee Handbook

Once you are satisfied that you have read and understood the policies as outlined in the Employee Handbook, please sign and date below and return this page to the Operations Manager. If you have any questions or queries in relation to the new sections, please bring these to the attention of your line manager or the Operations Manager in order that these queries may be addressed.

I wish to confirm that I have read and understood the Employee Handbook, and agree to adhere to the policies and procedures as outlined in the document. Any queries which I had in relation to any section of the Handbook have been addressed with my line manager or the Operations Manager and answered to my satisfaction. I agree to be bound by the requirements set out in the Employee Handbook, and any future amendments which may be issued and notified to me during my employment.

**Employee Name** \_\_\_\_\_

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

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