Human Resources Policy

1. Purpose

The purpose of this Human Resources (HR) Policy is to ensure that all employees are treated fairly, consistently, and in accordance with Irish employment legislation and best practice. The policy supports the organisation's mission by promoting a positive working environment that values dignity, respect, accountability, wellbeing, professional development, and high performance.

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2. Scope

This policy applies to:

- All permanent employees
- Fixed-term employees
- Part-time employees
- Temporary employees

Separate policies may apply to volunteers, contractors, consultants, and Board Directors.

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3. HR Principles

The organisation is committed to:

- Fair and transparent employment practices
- Equality of opportunity
- Compliance with Irish employment legislation
- Respect, dignity, and inclusion
- Employee wellbeing
- Safeguarding and protection of vulnerable persons
- Continuous learning and professional development
- Maintaining a safe and healthy workplace

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4. Recruitment and Selection

The organisation seeks to recruit the most suitable candidates through a fair, transparent, and merit-based process.

Recruitment procedures include:

- Development of a role description and person specification
- Open and transparent advertising where appropriate
- Structured interviews
- Reference checks
- Garda Vetting where required
- Right-to-work verification
- Safeguarding screening where applicable

The organisation is committed to equal opportunities and will not discriminate based on gender, age, civil status, family status, sexual orientation, religion, disability, race, ethnicity, or membership of the Traveller community.

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5. Contracts of Employment

All employees will receive:

- Written terms and conditions of employment
- Job description
- Salary details
- Working hours
- Annual leave entitlement
- Notice periods
- Probation provisions

Contracts will comply with applicable Irish employment legislation.

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6. Induction

All new employees will participate in an induction programme covering:

- Organisational mission and values
- Safeguarding and PSHEA requirements
- Health and safety
- Data protection
- HR policies and procedures
- Reporting structures
- Performance expectations

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7. Probationary Period

All new employees are subject to a probationary period of six months unless otherwise specified.

The probationary period may be extended if additional time is required to assess performance, conduct, or suitability for the role.

Formal reviews will normally take place at three and six months during this Probationary Period.

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8. Equality, Diversity and Inclusion

The organisation is committed to providing an inclusive workplace where all individuals are treated with dignity and respect.

Discrimination, harassment, bullying, victimisation, or exclusion will not be tolerated.

All employees share responsibility for promoting an inclusive and respectful culture.

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9. Working Hours

Normal working arrangements will be outlined in employment contracts.

Employees may be required to work occasional additional hours to support organisational priorities, fundraising events, programme activities, or governance requirements.

Flexible working arrangements may be considered where operationally feasible.

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10. Annual Leave

Annual leave entitlement will be specified in the employee's contract.

Employees are encouraged to take annual leave regularly to support wellbeing and work-life balance.

Leave requests should be approved by the employee's line manager in advance.

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11. Sick Leave

Employees should notify their manager as soon as possible if unable to attend work due to illness.

Medical certification may be required in accordance with organisational procedures and statutory requirements.

The organisation will comply with statutory sick leave provisions and any organisational sick pay arrangements.

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12. Employee Wellbeing

The organisation is committed to supporting employee wellbeing through:

- Supportive management practices
- Reasonable workload management
- Flexible working where appropriate
- Access to wellbeing supports
- Safe and respectful working conditions

Employees are encouraged to discuss wellbeing concerns with their manager.

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13. Learning and Development

The organisation supports continuous professional development.

Training opportunities may include:

- Role-specific training
- Safeguarding training
- Leadership development
- Compliance and governance training
- Conferences and workshops

Professional development will be aligned with organisational priorities and available resources.

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14. Performance Management

Employees will participate in an annual performance review process.

Performance discussions may include:

- Achievement of objectives
- Professional development needs
- Organisational values and behaviours
- Future goals and priorities

Managers will provide regular feedback throughout the year; in regular Catchup meetings 1:1 and in-team, and priorities will be reviewed on a monthly basis.

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15. Dignity at Work

The organisation is committed to maintaining a workplace free from:

- Bullying
- Harassment
- Sexual harassment
- Victimisation

- Intimidation

Any employee experiencing or witnessing inappropriate behaviour should report concerns promptly.

All complaints will be handled fairly, confidentially, and in accordance with organisational procedures.

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16. Grievance Procedure

Employees have the right to raise concerns relating to their employment.

The organisation will seek to resolve issues:

1. Informally where appropriate.
2. Through a formal written grievance process.
3. Via investigation and management review where required.

Employees may be accompanied during formal grievance meetings.

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17. Disciplinary Procedure

The organisation expects employees to meet acceptable standards of conduct and performance.

Disciplinary action may be taken where necessary and may include:

- Informal counselling
- Verbal warning
- Written warning
- Final written warning
- Dismissal

Procedures will follow the principles of natural justice and fair process.

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18. Safeguarding and PSHEA

All employees must comply with:

- Safeguarding Policy
- Prevention of Sexual Harassment, Exploitation and Abuse (PSHEA) requirements
- Code of Conduct

Any safeguarding concern must be reported immediately through established reporting mechanisms.

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19. Data Protection and Confidentiality

Employees must:

- Protect confidential & proprietary information
- Comply with GDPR requirements at all times
- Use organisational systems responsibly
- Report any suspected data breach immediately

Confidential information must not be disclosed without authority (by all forms of Communications, including but not limited to: phone-calls, voicemails, emails, letters, conversations)

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20. Health and Safety

The organisation is committed to providing a safe workplace.

Employees are required to:

- Follow health and safety procedures
- Report hazards and incidents
- Cooperate with risk management measures
- Participate in mandatory training

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21. Whistleblowing

Employees may report concerns regarding:

- Fraud
- Financial misconduct
- Safeguarding violations
- Serious wrongdoing
- Legal or regulatory breaches

No employee will suffer retaliation for raising concerns in good faith.

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22. Remote and Hybrid Working

Where approved, employees may work remotely or under hybrid arrangements.

Employees remain responsible for:

- Maintaining productivity
- Protecting confidential information
- Following organisational policies
- Maintaining health and safety standards when working remotely

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23. Termination of Employment

Employment may end through:

- Resignation
- Retirement
- Expiry of a fixed-term contract
- Redundancy
- Dismissal

Notice periods will be specified in contracts and comply with Irish employment legislation.

Exit procedures will include the return of organisational property and closure of system access.

24. Policy Review

This policy will be reviewed annually by management and approved by the Board of Directors to ensure continued compliance with employment legislation and organisational requirements.

Approval

Version	Date Approved	Approved By
1.0	[July 2026]	Board of Directors

Signed: 

CEO, Board of Directors

Date: 3rd July 2026