

***Olympic Federation  
of Ireland***

***Employee Handbook (03.04.20)***



## Welcome to Olympic Federation of Ireland

We are delighted that you are joining us and wish you a warm welcome to the Olympic Federation of Ireland. We hope that your time with us will be enjoyable and productive. We offer a place to work where we aim to give talented people rewarding careers. Our people, who are our most important asset, can have a big influence on our ability to deliver our goals. A positive attitude, vision and the energy to succeed are important attributes that we value in our people.

The Olympic Federation of Ireland is the mandated member of the International Olympic Movement for Ireland. The Olympic Federation of Ireland works to improve the Olympic performance of Irish athletes in each cycle and inspires the nation through the success of our Olympic Athletes.

To do this, we foster a culture of performance within Team Ireland in partnership with our stakeholders. We ensure that athletes and the programmes required for their success are foremost in our planning and actions. We provide practical, effective support to add value to our National Federations, and we use the power of sport as a cause for good in Ireland.

In all of our actions, we ensure that our values; people, excellence, teamwork, openness and the positive influence of sport are reflected in what we do and what we seek to achieve.

We will do this by contributing in our work to the strategy set by the Executive Committee of the Olympic Federation of Ireland, under the five Strategic Pillars:

- Putting Athletes First
- Enabling Performance
- Inspiring Ireland
- Becoming Financially Independent
- Operating to the highest standards

The culture of excellence in everything that we do as an organisation is vitally important. We are working to improve the performance of Irish Olympic Athletes who operate at the very highest levels internationally so it is vital that we are exacting in our own commitment, dedication and delivery.

The OFI expects employees to work within the Governance Code Principles set by the Executive Committee for employees. This involves leadership, accountability, control, compliance, transparency, working effectively and with integrity. We believe that a culture based on these values will raise working standards, enhance relationships and motivates employees to work hard and smart and to excel both individually and as a group.

I wish you the very best of luck, success and happiness in your new role. Together we can deliver great results. To our existing staff, I thank you for your tremendous dedication and commitment to the OFI and the role that you are playing in our development. I hope you find this Employee Handbook as useful as our new staff members.

Peter Sherrard  
Chief Executive Officer

## Purpose of the Employee Handbook

The purpose of the Employee Handbook is to provide you with information on a range of subjects related to Olympic Federation of Ireland and your employment. It sets out key aspects of the Contract of Employment, employment policies and procedures and general guidelines. Further clarification on any issue, or to receive any specific policy in full, should be sought from the CEO.

The Employee Handbook should be read in conjunction with your contract of employment, as both documents constitute your full terms and conditions of employment. If the terms and conditions of employment and the Employee Handbook conflict, the terms contained within the contract of employment shall prevail.

Changes in the policies and or terms and conditions included in this Handbook or in other terms, conditions and rules of employment will be notified to you before the date of proposed change and will have effect with your acceptance or acquiescence.

Please note that the Employee Handbook is updated from time to time to reflect legislative, operational and policy changes. You will be advised of the revisions to the Employee Handbook as they occur, and the revised version will be made available to you.

## Contents

<b>WORKING FOR THE OLYMPIC FEDERATION OF IRELAND</b>	<b>Page.</b>
○ Terms & Conditions	6
○ Offer of Employment	6
○ Job description	6
○ Medical Clearance	6
○ Garda Vetting	6
○ Induction	6
○ Performance Management	7
○ Personnel file	8
○ Salary Review	8
○ Amendments & Conditions	8
○ Commitment & Flexibility	8
○ Promotional Opportunities	8
○ Probation Period	8
○ Methods of Pay	9
○ Daily Rest Intervals	9
○ Pension	9
○ Training and Development	9
<b>RULES OF WORK</b>	
○ Time in Lieu	10
○ Sick Leave & Sick Pay Scheme	10
○ Alcohol & Use of Drugs at Work – Intoxicants Policy	14
○ Protected Disclosures (Whistle Blowing) Policy	16
○ Changes to Personnel Details	19
○ OFI Property	19
○ Personal Property	19
○ Dress Code	20
○ Acceptable Behaviour	20
○ Double Employment	23
○ Lay Off & Short Term Working	20
○ Redundancy	21
○ Gambling	21
○ General Conduct	21
○ Gifts & Favours	21
○ Meetings & Visitors	21
○ Security Policy	21
○ Travel & Expense Policy	22
○ Organisation Vehicles	22
○ Conflict of Interest	24
○ CCTV	25
<b>LEAVE ENTITLEMENTS</b>	
○ Designated OFI Annual Leave	26
○ Public Holidays	26
○ Leave Process Information	27

<b>OFI POLICY'S ON LEAVE</b>	<b>Page.</b>
○ Compassionate Leave	28
○ Force Majeure Leave	28
○ Maternity Leave	29
○ Adoptive Leave	30
○ Parental Leave	33
○ Carers Leave	34
○ Jury Service Leave	35
○ Paternity Leave	35
○ Parent Leave	35
<b>EQUALITY AND DIVERSTIY</b>	
○ Equal Opportunites	38
○ Recruitment & Selection	38
○ Dignity at Work	38
<b>DISCIPLINARY AND GRIEVANCE</b>	
○ Disciplinary Procedure	42
○ Grievance Procedure	45
<b>LEAVING THE OFI</b>	
○ Resignation	47
○ Notice Periods	47
○ Payment	47
○ OFI Property	48
○ Deductions	48
○ Exit Interview	48
○ Retirement	48
<b>BUSINESS SYSTEMS, COMMUNICATION &amp; TECHNOLOGY</b>	
○ Email and Internet Policy Introduction	48
○ Email	48
○ Internet	51
○ Mobile Phone	54
○ Breach	55
○ Social Media Policy	56
<b>HEALTH AND SAFETY IN OFI</b>	
○ Managing Safety	57
○ Employees Responsibility for Health & Safety	57
○ Safety System of Work	58
○ No Smoking / Vaporing Policy	58
<b>DATA PROTECTION, COPYRIGHT AND CONFIDENTIALITY</b>	
○ Data Protection	59
○ Inventions and Copyright	59
○ Confidentiality Agreement	59
<b>EMPLOYEE HANDBOOK ACKNOWLEDGE FORM</b>	59
<b>CONCLUSION</b>	61
<b>APPENDIX - Procedure for Handling Complaints as a Protected Disclosure</b>	63

## WORKING FOR THE OLYMPIC FEDERATION OF IRELAND

### **Terms & Conditions**

All employees will be given two copies of their contract of employment on or before their commencement date of which consist of their principle terms and conditions. They should be read in conjunction with this employee handbook, as both documents constitute their Terms and Conditions of employment with the Organisation. Once they are understood and accepted, they should be signed, and a copy returned to the CEO. The other copy is retained for the employee's own records.

### **Offer of Employment**

Your employment is conditional upon receipt of satisfactory references, as outlined in contract of employment. There may be occasions when these cannot be obtained until after you have accepted our offer of employment. Should such references be unsatisfactory, the Olympic Federation of Ireland reserves the right to withdraw its offer of employment and effectively terminate any contract that has been entered into.

Our offer has also been made on the basis of information you have given on your curriculum vitae and during your interviews. If it subsequently transpires that any of this information is false or misleading e.g. proof of identity, employment permit and/or residency visas, a current driving licence (where necessary for the job), or where the a new employee fails to provide statutory or correct documentation, unsatisfactory references or Garda Clearance, the OFI reserve the right to withdraw an offer of employment or terminate employment with immediate effect.

### **Medical Clearance**

The OFI requires all Employees to submit him/herself to a medical practitioner nominated by the Association, should it be deemed necessary. Our offer of employment is subject to satisfactory medical clearance.

### **Garda Vetting**

All OFI appointments may be subject to Garda Vetting. Garda Vetting is very important and allows us to check people's history to make sure they do not have any convictions that might mean they are not suitable to work with children or vulnerable adults.

### **Job Description**

Job descriptions are issued with your Terms & Conditions of employment. For further clarification on job descriptions please contact the CEO for more information.

### **Induction**

The OFI will require the following details from new employees:

- Written acceptance of job offer
- Contact details, home address and telephone number
- Name and telephone number of an emergency contact
- Bank account details for salary payment purposes
- Confirmation of Driving license (points / endorsements) where vehicle is required for business use

- Provision of required tax documents where relevant / appropriate

### **Induction - Day 1**

Induction for new employees takes place in Olympic House on their first day of employment. Employees receive information about the various programmes and support functions within the organisation. It is also an opportunity for new employees to meet the other staff members, and to understand their key areas of responsibility.

### **Job Specific – Week 1**

During an employee's first week he/she will spend time with the CEO and other colleagues in the team as he/she is made aware of the duties and responsibilities associated with his/her new role.

### **Performance Management**

We like to ensure that each member of a team receives regular ongoing feedback and encouragement on their performance during the year. We believe that where a staff member displays excellent performance it should be immediately recognised and, in the same way, any performance issues, shortcomings or unacceptable behaviour should be discussed immediately.

However, in addition to this ongoing feedback, performance management meetings should also occur during the year for all employees. This meeting is the opportunity for the CEO and each of the team to:

- Sit down and have a conversation regarding individual performance against agreed goals
- Discuss any particular learning and development opportunities
- Address any other issues that may arise.
- Agree on action plan for next meeting

Performance management meetings are formal conversations, therefore, the outcome will be recorded on the appropriate documentation and any notes should reflect the true situation. All team members should have seen and signed off completed forms resulting from the meeting.

In the normal course, the CEO will advise and counsel an employee with regard to how he/she is expected to carry out his/her duties. Where poor work performance, shortcomings or unacceptable behaviour exists, an employee will be advised on how to rectify matters. Where appropriate, if he/she fails to make the necessary improvements or corrections, disciplinary action, up to and including dismissal, may follow.

### **Personnel File**

Upon joining Olympic Federation of Ireland, a personnel file will be created for you, both on computer and manual form. In the course of your employment any documentation such as your signed Terms & Conditions, sick certificates, contact details, performance records etc. will be held by Olympic Federation of Ireland in your personnel file. It is a term of employment that you agree to Olympic Federation of Ireland storing and processing any personal information in line with legal requirements. The Olympic Federation of Ireland will at all times comply with the data security and protection requirements set out in the relevant legislation. As an employee, it is your responsibility to ensure all details held on you are accurate and up to date and to inform the CEO if any of your personal information changes throughout the course of your employment. (E.g. Next of Kin, marital status, address, telephone number etc.)

### **Salary Reviews**

Salaries are generally reviewed annually by the OFI and take into account a range of factors which may include personal performance, the performance of the OFI, inflation and market rates.

### **Amendments and Additions**

You will be notified of any changes to your Terms & Conditions of employment one month prior to the changes taking place. Individual changes will be notified to you directly.

### **Commitment and Flexibility**

You shall at all times use your best endeavours to promote and protect the interests of Olympic Federation of Ireland and shall not do anything which is harmful to those interests. In the performance of your duties you shall not use any proprietary or confidential information of any former employer or other third party in breach of any previous confidentiality undertaking. You shall devote time, attention and abilities to the duties of your employment and such additional time as is necessary for the proper fulfilment of those duties.

Your normal place of work will as per your contract of employment. However, you will be required to be flexible in the role and commit to undertaking work which may be outside of your normal duties or at a different location, and/or to working outside of your normal working hours, in order to facilitate business needs. This will be done in accordance with the Organisation of Working Time Act 1997.

You will also be required to work at the employer's other places of business or/and the premises of such subsidiary companies, organisations or client premises as Olympic Federation of Ireland may require.

### **Promotion Opportunities**

Our aim is to notify existing employees of vacancies and to encourage promotion from within the organisation where practicable. External candidates will be appointed where relevant skills, capabilities and experience is required. Promoted employees will be required to undertake the required probation period for their new role.

### **Probationary Period**

All offers of employment are subject to the satisfactory completion of an initial six months probationary period unless otherwise stated. This period may be longer where the nature of the position dictates. The Olympic Federation of Ireland may extend your probationary period by giving notice in writing where appropriate up to 11 months from commencement of employment.

During your probationary period:

- You will not be eligible for a salary review
- You may receive information available about access to a PRSA related contribution pension scheme; however, employee contributions to the scheme is not permitted prior to satisfactory completion of the 6 months probationary period following which an employee can make PRSA contributions.

### **Methods of Pay**

Staff are paid monthly, generally by electronic transfer into their bank account. Any queries which you may have should be raised with the CEO.

The Olympic Federation of Ireland will correct any underpayment immediately once it has been brought to the attention of the CEO and will make necessary backdated adjustments where appropriate. The Olympic Federation of Ireland reserves the right to deduct any overpayment which we have made in error from the employee's salary and other monies payable and reimbursable to OFI by giving one week's notice to the employee or in exceptional circumstances the CEO may decide a reimbursement period.

### **Daily Rest Intervals**

Employees will receive appropriate breaks in accordance with the Organisation of Working Act, 1997. Under the Act, an employee cannot work in excess of four and a half hours without receiving a break of at least 15 minutes; and in excess of 6 hours without receiving a break of at least 30 minutes (which may include the 15 minute break). Breaks must be taken during the working day and not at the start or end of the working day. Should you fail to receive a rest break, you must notify the CEO in writing within one week of the missed break as to the reason for the missed break. Compensatory rest will then be arranged where appropriate.

### **Pension**

The OFI operates a PSRA scheme which is available to all employees. After two (2) years continuous service, the company will match an employee contribution up to 3% basic salary as the maximum (employee contribution 3%, OFI contribution 3%). Employees will be able to make their own contributions after completing their probationary period but will also benefit from an employer contribution upon the successful completion of two years of service (inclusive of their probationary period). For further information regarding the pension scheme please contact the CEO.

### **Training and Development**

The OFI encourages you to continuously develop throughout your career.

At the commencement of your employment you will receive an introduction to your specific job, and as your employment progresses your skills may be extended to encompass new job activities within the business.

In order to successfully complete assigned duties, the OFI will provide all employees with the necessary training, both in-house and externally, if practical or appropriate.

Coaching your fellow employees is important. If you have an area of expertise, be sure to share it with others. Similarly, be prepared to listen to experiences colleagues.

Our policy is to monitor your work performance on a continuous basis so that we can maximise your strengths and help you to overcome any possible weaknesses.

## Rules of Work

The rules of the Olympic Federation of Ireland help everyone to understand the way the organisation operates and are important in setting standards for the safe and effective management of our organisation. These apply to everyone so please ensure you read them carefully and seek clarification on anything you do not understand.

### **Time off in Lieu**

Overtime will be necessary from time to time. There will be no extra pay for this additional hours working but 'Time Off In Lieu' (TOIL) will be allowed where the overtime has been agreed in advance with the CEO.

Time Off In lieu is given to compensate employees in situations where

- (a) Hours worked by employee exceeds their contracted hours or
- (b) There is a need to extend the working day for occasional unplanned yet urgent work and this has been pre-approved by the CEO.

All Time Off in Lieu accrued must be used within two weeks or else it will be lost. Extensions may be requested but are only granted in exceptional circumstances. Employees will not normally be permitted to carry forward unused TOIL to the following calendar year.

In roles where employees are required to work evenings and weekends as part of their contracted role, these employees are expected to manage their working schedule from week to week so that, in as far as possible, the accumulation of time in lieu is minimised. Normal working hours (9am – 5pm) or where otherwise specified do not apply in these roles and the employee has a responsibility to manage their own hours by implementing work practices such as starting later in the day on which an evening meeting is planned or taking a Monday off where the previous Saturday was worked. Employees are obliged to inform their CEO if they are working excessively long hours.

Time off in lieu must not be accrued as a result of poor time management or where an employee chooses of their own volition to work late.

### **Sick Leave and Sick Pay Scheme**

The Olympic Federation of Ireland recognises that it is occasionally necessary for an employee to be genuinely and unavoidably absent from work due to illness. The Olympic Federation of Ireland values the health and well-being of employees and compliance with this policy will ensure that employees receive the welfare and financial benefits that are provided by the organisation during periods of illness. The organisation is committed to doing all that is reasonably practicable to assist employees who are absent from work due to injury or ill-health, to return to work as soon as possible. This policy outlines the notification procedures and the discretionary benefits to which an employee may be entitled, should he/she be absent from work through illness.

### ***Notification of Absence***

If an employee is unable to attend work due to illness or injury, he/she must telephone the CEO as soon as he/she becomes unfit for work or by 10.00am at the latest. In case of difficulty reaching the CEO by a text message or email will suffice, but a call must be attempted first. In addition, if the employee is unable to speak to the CEO he/she should speak to reception, and ask whoever responds to notify the CEO.

The employee must explain the reason for his/her absence and indicate a likely return date. All sick leave is granted on condition that absence from work is adequately explained and properly certified, as appropriate. In the case of an ongoing illness (in excess of one week), the employee must telephone the CEO on the first day of each week in which he/she is absent, advising that their absence is continuing. If he/she is absent due to illness for three consecutive working days or more, he/she must send a legible doctor's certificate to the CEO at that time (not at a later stage or when he/she returns to work).

If an employee has a sensitive health issue or personal circumstance that he/she does not wish to discuss directly with the CEO, the employee should inform the CEO that this is the case and he/she will arrange for the employee to speak to a suitable alternative contact. Please note, however, that the suitable alternative contact may, with the agreement of the employee, need to disclose some information to the employee's CEO in order to explain his/her absence and facilitate support for the employee.

While it is generally expected that the employee concerned should report a sick absence him/herself, it is nevertheless accepted that there may be exceptional occasions where he/she is unable to do so. In such cases, another person acting on the employee's behalf should contact the CEO.

#### ***Long-Term Absence***

Absences lasting over 4 weeks are classed as long-term absence. An employee on long-term absence will be required to provide regular medical certificates at intervals deemed appropriate by the GP e.g. weekly, fortnightly. Whilst on long-term sick leave the employee must maintain regular contact with the CEO to advise of their welfare and progress.

The organisation reserves the right to request a meeting with an employee on long-term sick leave to discuss their welfare and any steps to help them to return to work when fit enough to do so. If the employee is not able to attend the office, a more convenient location can be agreed (such as the employee's home or a local hotel.)

#### ***Going home sick***

When employees attend work but then must leave due to illness, they must inform the CEO in person. For the purpose of recording sick leave when an employee goes home due to illness before 1pm this will be recorded as a full day sick leave and any time after 1pm it will be recorded as a half day sick leave.

Uncertified Sick Leave is defined as single or two-day absences from work that are not certified by a G.P. but are properly explained by the employee. In the case of uncertified sick leave, daily telephone contact must be made with the CEO.

Uncertified sick leave in respect of single or two-day absences from work should not exceed a maximum of seven days in any rolling period of twelve months.

In cases of repeated uncertified sick leave, the organisation reserves the right to refer an employee to an Occupational Health Consultant or a Doctor nominated by the Olympic Federation of Ireland. This may involve a medical examination. The organisation will meet the cost of this referral.

The privilege of uncertified sick leave may be modified or withdrawn at the absolute discretion of the OFI in cases where such absences are unduly frequent or the maximum of seven days is regularly approached or taken year after year.

Certified Sick Leave is defined as sick leave that is properly certified by a G.P. A medical certificate from a G.P. must cover all absences of three consecutive days or more. Employees on certified sick leave must make weekly telephone contact with the CEO.

Under no circumstances should sick leave be substituted for any other type of leave e.g. annual leave or time off in lieu.

### ***Medical Certificate***

- A medical certificate is required for an absence of 3 consecutive days or more. The medical certificate should state the date you are likely to return to work.
- A sick absence on a Monday which follows a sick absence on the previous Friday will reckon as the fourth day of absence and must be covered by a medical certificate. Similarly, a sickness absence on a Tuesday following a public holiday weekend which follows a sick absence on the previous Friday will reckon as the fifth day of absence and must be covered by a medical certificate.
- Failure to produce a medical certificate may result in the cessation of the employee's salary, as the absence will be treated as an unauthorised absence.
- The organisation reserves the right to request a medical certificate for any absence irrespective of duration.
- If there is an on-going history of sick leave, the Olympic Federation of Ireland may request an employee to furnish a medical certificate in respect of all future absences (regardless of the duration)
- The medical certificate should show legibly:
  - the date of issue
  - the date of commencement of sick leave
  - the specific nature of the illness
  - the date of return to work
  - the address, signature and stamp of the GP
- Medical certificates must reach the CEO no later than 2 working days after the previous cert has expired
- The Olympic Federation of Ireland may not accept medical Certificates that do not state clearly the precise nature of the illness so for example, in the case of "Stress", the cert must clearly state the symptoms.
- The Olympic Federation of Ireland reserves the right to require an employee to produce a 'fit to return to work' medical certificate from their GP when a medical certificate has been provided during a sick absence. In all circumstances , then a 'fit to return to work' certificate must be provided either in advance of an employee returning to work or at the latest on the morning he/she returns to work from the absence having given notice of the intention to so return.

### ***Payment during Sick Leave***

There is no statutory or contractual entitlement to sick pay. The purpose of the Olympic Federation of Ireland's discretionary sick pay scheme is to alleviate hardship as a result of unavoidable absence from work through bona fide illness. Sick pay is defined as normal basic salary, less any state benefit payments e.g. Illness or Incapacity Benefit. Subject to a qualifying period of three months continuous service and at the organisation's sole discretion, limited paid sick leave may be granted to employees as follows:

- Full pay during properly certified sick absences, provided there is no evidence of permanent disability for service, may be allowed up to a maximum of six (calendar) months in any rolling twelve-month period and
- Half pay thereafter subject to a maximum of twelve (calendar) months sick leave in any rolling period of four years or less
- When payable, sick pay will be normal basic salary, less any state benefit payment in which case the employee must refund to the organisation an amount equal to any State benefits e.g. Illness/Incapacity Benefit recoverable by him/her (whether or not recovered). Failure to surrender these payments will result in non-payment of sick pay in the future.
- For the purposes of calculating eligibility for payment under the sick pay scheme it is important to bear in mind that only paid service is reckonable - unpaid absences are not reckonable.
- The organisation reserves the right to request an employee to attend a doctor for medical examination at any time to determine their fitness for work
- Once sick pay has ceased, owing to the operation of the maximum limit, it cannot be resumed during the same absence.
- If an employee goes on half-pay during a particular absence, he/she cannot revert to full pay during the same absence.
- The continued granting of sick pay is dependent on the existence of a reasonable prospect of recovery.
- The use of sickness absence for any other purpose other than recovery from personal illness is an abuse of the organisation's sick leave policy and may lead to paid sick leave being withdrawn and / or disciplinary procedures being initiated.
- An employee on sick leave must not be carrying out work for Olympic Federation of Ireland at home or in any other location, unless permission is granted in writing by the CEO.
- The Olympic Federation of Ireland reserves the right at its discretion to withhold sick pay if these guidelines are not followed, or if an employee is deemed to be abusing the discretionary sick pay scheme.
- In certain circumstances the organisation may waive the three months service requirements for sick leave but this will be at the discretion of the CEO and is subject to receiving satisfactory medical certification.

### ***Absent from work prior to a public holiday***

An employee is not entitled to a public holiday if he/she is absent from work immediately before the public holiday for one of the following reasons:

- Absence in excess of 52 consecutive weeks by reason of an occupational injury
- Absence in excess of 26 weeks by reason of illness or injury

### ***Abuse of Sick Pay and Recurring or Consistent Absence***

If the subject matter of any disciplinary hearing concerns abuse of the sick pay scheme, such action may result in removal from the sick pay scheme either permanently or for a specified period. The CEO shall have the power to suspend or remove sick pay entitlements in accordance with the provisions of this section.

Failure to comply with the sick leave policy and procedure will be regarded as serious misconduct and the Disciplinary Procedure, which includes sanctions up to and including dismissal, may be invoked.

### **Timekeeping and Attendance**

- You are expected to report for work on time and to observe the normal hours of work based on your contracted weekly hours as stated in your contract of employment with OFI.
- The stated time on your rostered hours is the time you must be at the business premises etc i.e. if your start time is 9.00 am you must be at your post at this time, please give yourself time for the changing of clothes, using the bathroom etc, so you may be at the required post at the requested start time.
- If you are late for work, you must notify the CEO of the reason; you will normally be expected to make up lost time due to lateness.
- Persistent lateness will be deemed as poor performance and subject to the Disciplinary procedures.

If it is necessary to take time off during working hours you must obtain authorisation from the CEO in advance; in most cases, you will need to take time off as holiday or take unpaid leave.

### **Alcoholic Drink and Use of Drugs Whilst at Work - Intoxicants Policy**

All staff should be aware of the Misuse of Drugs Act 1976. The Act makes the production, supply and possession of controlled drugs unlawful except in certain specified circumstances i.e. prescribed drugs.

- As the consumption of alcohol and un-prescribed drugs can present health and safety risks, their consumption whilst you are at work is strictly prohibited.
- The Olympic Federation of Ireland reserves the right to conduct searches for drugs or alcohol, including, but not limited to, searches of lockers, filing cabinets, desks, packages, etc. which are located on the organisation's property. Any drugs or alcohol found as a result of such a search will be confiscated and the occupant or user of the object searched will be subject to disciplinary action including any deduction in pay for the time lost from work, up to and including termination of employment.
- If you believe prescribed drugs may be affecting your ability to do your job, then you should bring this to the attention of the CEO immediately.

- It is the responsibility of all staff to identify a situation in which they have concerns about an individual's immediate ability to perform their job and take appropriate steps. Where necessary they must notify the CEO and he/she will remove any staff member who is suspected of violating the provisions of this policy from our premises, pending investigation and a decision on appropriate consequences including potential disciplinary action.
- Staff members who are prescribed medication are expected to consult with their personal physician or pharmacist to determine if medication use will have any potential negative effect on job performance. They are required to report to the CEO if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment and provide appropriate medical verification on restrictions in performance of duties. If a staff member believes an individual holding a more senior position is in violation of this policy, they are encouraged to get a second opinion where possible.
- Should we have reasonable grounds to believe you are under the influence of alcohol, solvents or drugs, or in possession of drugs at work; we reserve the right to suspend you whilst a full investigation is carried out and if appropriate disciplinary action will then be taken, including any deduction in pay for the time lost from work.

### ***Alcohol & Drug Testing***

Under legislation we, as your employer, have a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all our employees and similarly you have a responsibility to yourself and your colleagues. The use of alcohol and drugs may impair the safe and efficient running of our organisation and/or the health and safety of our employees.

The effects of alcohol and drugs can be numerous. These are examples only and not an exhaustive list

- a. Absenteeism (e.g. unauthorised absence, lateness, excessive levels of sickness, etc.)
- b. Higher accident levels (e.g. at work, elsewhere, driving to and from work).
- c. Work performance (e.g. difficulty in concentrating, tasks taking more time, making mistakes, etc.)

If your performance or attendance at work is affected as a result of alcohol or drugs, or we believe you have been involved in any drug related action/offence, you may be subject to disciplinary action and, dependant on the circumstances; this may lead to your dismissal.

As a part of your role, the Olympic Federation of Ireland may need to carry out random Alcohol and Drug testing. Failure to comply with such a request will be treated as an act of gross misconduct and may result in your dismissal. Also, failure to pass such a test will be dealt with through the organisation disciplinary procedure and may lead to your dismissal. Where the organisation has a reasonable belief that you are under the influence of some form of intoxicants it may at its discretion refer you to our organisation's medical practitioner for a medical examination. This is not considered a form of disciplinary action but is done solely in the interests of the Health and Safety of you, your work colleagues and any customers or third parties.

## Process

Under the Safety, Health and Welfare at Work Act 2005 and the Road Traffic Act 2006-2011, we as your employers have the responsibility to ensure your workplace is free from alcohol and drugs. As mentioned above if we suspect that any of our employees may be under the influence of alcohol or drugs in the workplace you will be required to attend our organisation medical practitioner immediately to undergo a medical examination which may require you to partake in a drug/alcohol test.

All required drug/alcohol testing are carried out in accordance with The Safety, Health and Welfare at work Act 2005.

*“Every employer shall manage and conduct his or her undertaking in such a way as to ensure, so far as is reasonably practicable, that in the course of the work being carried on, individuals at the place of work (not being his or her employees) are not exposed to risks to their safety, health or welfare.”*

[The Safety, Health and Welfare at Work Act 2005 Section 12]

## Random Testing

The Olympic Federation of Ireland reserves the right to carry out random drug and alcohol testing on all employees, also should we have grounds to believe with cause that you are under the influence of drugs or alcohol we would request you to see our organisation medical practitioner.

Drug testing is defined as ‘the process of attaining samples of body fluids or tissue (e.g.’ urine, blood, hair, breath) from job applicants and employees and conducting laboratory analyses to detect the presence of certain drugs, including alcohol, and their metabolites’.

We will ensure drug and alcohol testing will be fair and not discriminatory. In our random testing we will not target specific individuals but rather it will be for a cause, post-accident or random, within a transparent and agreed policy. If it should happen that the results of a drug tests are positive, this will be dealt with through the disciplinary procedure which may result in your dismissal.

Please note that it is the Olympic Federation of Ireland’s procedure, if an employee fails to pass a drug or alcohol test the organisation can refer the employees sample to be retested by another laboratory.

## Protected Disclosures (Whistleblowing) Policy

The Olympic Federation of Ireland is committed to ensuring that the manner in which we operate and conduct our Organisation is to the highest standard and has a Protected Disclosure Policy in place. The purpose of this policy is to have a regime which allows workers to call out relevant wrongdoing within the workplace. A protected disclosures procedure is a formal procedure which an employee and the Olympic Federation of Ireland (OFI) should follow upon the raising of a workplace concern that falls outside the grievance or other policies.

- This policy is designed to enable you to disclose information which you reasonably believe shows relevant wrongdoing, malpractice or impropriety.
- This policy offers protection to individuals who have raised a concern from any action being taken against them, including discrimination or unfair treatment. As an employee, you have

reasonably grounds to report any relevant wrongdoing or misconduct. For this reason, if there is no ultimate finding of wrongdoing taking place, the employee is still protected.

This policy is intended to cover information disclosed regarding a relevant wrongdoing by a worker or the organisation itself.

### **Scope**

The Protected Disclosures Act 2014 provides for the protection of workers who make disclosures of certain information in the public interest, commonly known as “whistleblowers”. This policy extends to all employees within the OFI.

Protected disclosures may relate to criminal misconduct, corruption, the breach of a legal obligation, risk to health and safety, damage to the environment or gross mismanagement in the public service.

### **Whistleblowing**

It is a fundamental term of every contract of employment that you will not disclose confidential information about the OFI. Nevertheless, where an individual discovers information which they reasonably believe shows relevant malpractice or wrongdoing within the OFI, then this information should be disclosed without fear of reprisal, and there will be arrangements to enable this to be done independently of line management.

### **Relevant information**

Relevant information is information which, in the reasonable belief of the individual, shows wrongdoing and has come to the attention of the individual in connection with their employment. It is not designed to question financial or business decisions taken by the OFI, nor should it be used to reconsider any matters, which have already been addressed under harassment, complaint, disciplinary or other procedures.

With the whistle blowing procedures in place, it is reasonable to expect staff to use them rather than disclose the information outside the OFI.

### **Protected Disclosures**

Protected disclosures include:

- financial malpractice or impropriety or fraud.
- OFI failure to comply with a legal obligation.
- commission of an offence.
- a miscarriage of justice.
- unlawful or improper use of funds or resources of a public body.
- act or omission by or on behalf of a public body that is oppressive, discriminatory,
- grossly negligent or constitutes gross mismanagement.
- endangerment of peoples’ or the environment’s health and safety.
- criminal activity.
- improper conduct or unethical behaviour.
- attempts to conceal or destroy information relating to any of these.

### ***Employee Protections***

The policy is designed to offer protection to those employees who disclose such information provided the disclosure is made in the reasonable belief of the individual making the disclosure, that it tends to show malpractice or impropriety. Should an employee make a disclosure, they should make it to an appropriate person (see below). It is important to note that no protection from internal disciplinary procedures is offered to those who choose not to use the procedure in this policy. In an extreme case, malicious or wild allegations could give rise to legal action on the part of the persons complained about.

### ***Confidentiality***

The OFI will treat all such disclosures in a confidential and sensitive manner. Your identity as the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and you may need to provide a statement as part of the evidence required.

### ***Anonymous allegations***

You are encouraged to put your name to any disclosures you make. Concerns expressed anonymously are much less credible, but they may be considered at the discretion of the OFI. In exercising this discretion, the factors to be taken into account will include:

- the seriousness of the issues raised.
- the credibility of the concern.
- the likelihood of confirming the allegation from attributable sources.

### ***Untrue allegations***

In making a disclosure you should exercise due care to ensure the accuracy of the information. Although you are encouraged to speak out about any relevant malpractice, you should do so in good faith and genuine belief that this malpractice or wrongdoing has occurred. If the disclosure is made in due care and good faith and there is no ultimate finding of wrongdoing taking place, the employee is still protected, however, this protection will not apply to purposefully malicious, exaggerated and vexatious allegations and will be dealt with under our relevant disciplinary procedures. *(Note – See reference to Disciplinary Action below).*

### ***Penalisation***

Penalisation is defined in Section 3 of the 2014 Act as including any act or omission that affects an employee to the employee's detriment. This policy ensures that an employee will not be adversely treated for speaking out in good faith about a relevant wrongdoing. It is important that such individuals who have made a disclosure in the genuine belief of real and relevant wrongdoing will not be penalised.

Such penalisation includes treating an employee less favourably than they would have had they not made the protected disclosure. The OFI reserves the right to handle any malicious and knowingly false disclosures through disciplinary procedures as outlined in its policy.

***The process and procedures for dealing with complaints of wrongdoing or malpractice as a protected disclosure are set in separately (include hyperlink or see Appendix)***

### **Defamation**

No employee shall verbally attack/criticise the 'Olympic Federation of Ireland' and any of its employees, associate or partners publicly (forums, blogs, social networks etc) at any time during or subsequent to contract period. Any staff found breaching this policy or publishing defamatory statements may be liable to the disciplinary procedure up to and including dismissal. Defamatory statements are defined under the Defamation Act 2009 as;

*"A statement that tends to injure a person's reputation in the eyes of reasonable members of society"*

### **Changes to Personal Details**

Your personal details are retained by our organisation with your employment records and are kept confidential and accessed only by authorised personnel. Please notify the CEO in writing of any changes to ensure your personal details are up to date, and in particular let us know any change to the following:

- home address and telephone number
- name and telephone number of an emergency contact
- change of name
- bank account details for salary payment purposes
- driving license endorsements / points where provided for business vehicle users

### **Olympic Federation of Ireland Property**

- All of the OFI's property must be treated with due care and any loss or damage to property in your care must be reported to the CEO immediately
- The OFI's property must not be removed from Olympic Federation of Ireland premises or vehicles without prior authorisation from the CEO.
- Where damage to vehicles, stock or property is caused by carelessness, negligence or deliberate acts, the OFI reserves the right to deduct any certifiable repair or replacement costs from your pay.

### **Personal Property**

The OFI will not accept responsibility for employees' personal property including any money or personal belongings lost by, or stolen from, any employee in the course of their work. Likewise, the organisation will not accept responsibility for any damage caused to an employee's property, e.g. car, bicycle while on the organisation's premises. Employees should take sensible precautions to safeguard their own property and avoid bringing valuables or large sums of money to work.

### **Dress Code**

Dress Code Standards are set to ensure a high level of professionalism. We aim for all Employees to make an excellent impression with each other, stakeholders, visitors, members of the public and require all Employees to dress neatly and in a professional manner. This is defined as smart, well presented attire which would be considered appropriate for a business environment.

The following is considered appropriate attire for our Employees:

- Trousers/Suit/Dress/Skirt

- Shirt/Tie/Blouse/and/or Jacket
- Jeans/t-shirts/polo-shirts/trainers/tracksuits are not considered business attire, but we understand that in some instances it may be appropriate for certain Employees to wear OFI approved sportswear.

If you are attending formal meetings you should dress in an appropriately professional manner unless otherwise directed by your Manager.

### **Grooming**

We require you report to work well groomed. We expect you to consider your appearance and personal hygiene carefully. You should be tidy and well-groomed at all times. Clothes should be clean and in good condition. Hair should be clean and tidy. Certain hairstyles, make-up or jewellery may not be acceptable. Your Manager will advise you on what is appropriate. Any offensive tattoos, jewellery or clothing should not be visible.

We request your cooperation with this policy and non-compliance may invoke the disciplinary procedure. OFI take pride in what we do ask that our Employees strive to reflect this in how they dress and present themselves. Any questions relating to the dress code and grooming policy can be directed to the CEO.

### **Acceptable Behaviour**

It is the commitment of the OFI to ensure our workplace is free from negative, aggressive, and inappropriate behavior. We are proud to support diversity within our workforce, however to avoid ambiguity between staff and the CEO, we encourage all staff to speak English where possible, this avoids any member of staff feeling left out or taking a different interpretation of a conversation. We strictly forbid the use of foul language in the workplace. If any member of staff is heard to be using foul language, in any language, they will face disciplinary procedures.

### **Double Employment**

- Any existing interests must be disclosed upon commencement of your employment with us
- Under section 33 of the Organisation of Working Time act 1997(Republic of Ireland) employers are prohibited from employing employees to work on any day or during any week where the employee has worked for another employer(s), where the aggregate of the periods worked exceeds that permitted by the legislation. To do so will be an offence under the Act and may render both the employer and the employee liable to prosecution. To ensure that both employee and the employer comply with legal requirements, it is necessary for all employees to provide us with details of any other employment(s) that the employee is engaged
- If you are unsure of the regulations of this act please contact the CEO.
- If an employee is found to be in double employment and has not informed the OFI you may liable to disciplinary action.

### **Lay Off/Short Time Working**

Circumstances may arise which necessitate temporary layoff or short time working. Where this is unavoidable the OFI will give as much notice as is reasonably possible prior to such lay off or short time. No payment will be made for any period of temporary layoff. Payment will only be made for hours actually worked during any period of short time.

### **Redundancy**

Redundancy may need to be considered depending upon economic changes, re-organisation, changes in work methods, or loss of income from grants and/or fundraising. The OFI will give as much notice as possible and will do our best to avoid or minimise redundancies. We will consult with you fully where any redundancy situation arises. A Redundancy situation will be managed in keeping with the relevant legislation applicable and in the Republic of Ireland with the requirements of the Redundancy Payments Acts 1967 to 2007 and the Protection of Employment Acts 1977 to 2007 where applicable.

### **Gambling**

Gambling, including accessing gambling internet sites on OFI's mobile phones or in OFI locations is strictly forbidden.

### **General Conduct**

- Any conduct likely to harm the interests of the OFI, its relations with the general public, its customers, clients, suppliers, or its public image will be subject to disciplinary action up to and including dismissal
- When staff members are attending any events whether in Ireland or abroad representing the Olympic Federation of Ireland you are expected to conduct yourself in a professional manner. If the behavior of any staff member is found to be disruptive or negative towards the image of the Olympic Federation of Ireland this will be dealt with through the disciplinary procedure.

### **Gifts and Favors**

- The Olympic Federation of Ireland has a Gifts Policy in place which has been approved by the Executive Committee. The following description provides a summary of this policy but the actual policy, which is available to all employees, takes precedence.
- You must seek explicit authorisation from the CEO before taking receipt of any individual gift worth more than €50 or combined gifts worth more than €75 (i.e. at Christmas). While the threshold for authorisation of an individual gift is set at €50 it is expected that you will act reasonably and within the spirit and intent of the Corporate Gift and Entertainment policy at all times. We encourage the pooling of gifts by Employees, in particular for gifts received at Christmas.
- Additionally, you are not allowed to accept monetary gifts or vouchers from third parties under any circumstances.

### **Meetings and Visitors**

- Visitors to the OFI's premises must be supervised by the person they are visiting until they depart.

- Personal visitors e.g. friends or relatives should not be invited into staff areas without prior permission. You may not use OFI premises for personal meetings or other activities unconnected to your work unless the CEO has given permission.

### **Security Policy**

- Although the OFI will take all reasonable precautions, it is unable to accept responsibility for loss, damage to or theft of personal property brought onto our premises.
- If at any time you become aware of another person intending to cause harm to the OFI, e.g. stealing, disclosing confidential information, you must inform the CEO immediately.
- In the interests of protecting personal and the OFI's property, everyone shall, at the request of the CEO or his appointed deputy allow a check to be made on any bag, parcel, article or locker in his/her possession or under his/her control inside the organisation's premises. This means that a person must fully empty out the contents of his/her bag, parcel, locker, desk or any other article carried in his/her possession or control as requested by the authorised official, so that the contents can be examined to the satisfaction of all concerned.
- A request to submit to a search does not imply any wrong doing on your behalf; however any unreasonable refusal to submit to such a search may be regarded as failure to follow a reasonable management instruction and could result in disciplinary action.
- Should a situation arise where such checks are necessary, you will have the option of having a witness present when one is available on the premises.
- Please be aware if you see any persons on site that you know are not employed, contracted or visiting the OFI and appear to be unaccompanied, in the interest of site security it is your duty to question them as to why they are on site.
- It is our obligation to ensure that appropriate security measures are in place to protect personal and OFI data from unauthorised access or disclosure. These measures will be reviewed over time having regard to technological development, costs and the nature of the personal and OFI data in question. You will be required to undergo appropriate training to ensure you are aware of the required security measures.

### **Expenses & Travel Policy**

You will be reimbursed the actual cost of expenses incurred wholly, exclusively and necessary for the performance of your work. You are expected to minimise the costs without impairing the efficiency of the business and to avoid any unnecessary cost to the OFI. If you are likely to incur expenses this must be agreed by the CEO in advance who will also provide guidelines on levels of reimbursement. Expenses will be reimbursed on the production of a valid receipt. The claim for the reimbursement of expenses must be submitted monthly to the CEO. Claims for expenses must not exceed two months from date the expense originated. Expenses claimed outside of this period will not be paid.

### **Organisation Vehicles**

In order for a staff member to be eligible to drive any of the OFI's vehicles they must be at the legal age requirement or older and have a clean drivers license. A copy of their current driving license must be forwarded to the Office Manager and there it will be kept on file in the appropriate location. This procedure is updated on an annual basis.

**Note :** *If there are any changes in the employee's license during this yearly period (driving ban; points etc) then it is the responsibility of the employee to inform the Office Manager immediately.*

Any expenses incurred by an employee through using their own vehicle must be sanctioned by the CEO. It is the responsibility of each driver to ensure that they abide by all the rules of the road and drive in a manner that is safe and responsible. Speeding fines will be viewed as a serious offence and all staff are personally liable for any fines/points relating to the incident.

Any incident that occurs must be reported immediately to the CEO and will be dealt with accordingly.

It is a breach of the disciplinary procedure to drive under the influence of drugs or alcohol and will be deemed as gross misconduct under the disciplinary procedure.

If you are required to drive a sponsored car for OFI purposes it is your responsibility to ensure you are familiar with operating the car. If you are unsure or are having difficulty driving the sponsored car you should ask the CEO for help. You should never drive the sponsored car if you are unsure of how to drive it.

### ***Roles and Responsibilities***

Careless driving and damage to the OFI's vehicles/sponsored vehicle will be viewed as a serious offence and will also instigate an investigation. Staff may be held liable for any damage where they have been deemed negligent. Staff will not be held liable for damage to the OFI's vehicle where they were not deemed responsible for the accident/incident.

Staff must complete an incident report detailing the incident, the damage and any 3<sup>rd</sup> party information relating to the accident. This report must be submitted to the office manager and the CEO immediately and failure to report any incidents will result in disciplinary action.

Staff must ensure they are medically fit to drive. Staff on prescribed medication need to ensure they are permitted to drive and may be required to produce a letter from their GP confirming their fitness. Staff have a responsibility to inform the CEO of any medications they have been prescribed which may impede them from carrying out transportation duties.

Prior to driving a vehicle, the following are the responsibilities of the driver:

- To observe for any interior or exterior defects, if any found they are recorded and reported to the appropriate person who will deal with the situation accordingly
- To ensure that the insurance and taxation of the vehicle are up to date and correct and to report immediately to the Office Manager if there are any discrepancies – *staff should not drive that vehicle if they feel that the safety of those in the vehicle might be compromised*
- To ensure that a safety check is carried out and that exits are kept clear at all times
- Ensure that there is an emergency kit in the car in case of an accident/incident

### ***Weather Conditions***

In the event of severe weather conditions then the recommendation from the road safety authority will be followed and adhered to. Where weather conditions are poor drivers are expected to slow down and exercise extreme caution.

Guidelines to follow in the event of an accident:

1. Driver and escort to assess the situation and contact an ambulance in the event of any injuries
2. Driver to contact local Garda station in the event of any other vehicle being involved
3. Driver to exchange insurance details with the driver(s) of any other vehicle(s)
4. Office manager and CEO to be informed as soon as possible
5. On return each member of staff in the vehicle is to be seen by a doctor
6. The CEO will keep families fully informed of the situation
7. Accident report to be completed and given to the CEO and office manager.
8. The appropriate garage will carry out any necessary repairs to the vehicle

### ***Handheld Devices:***

It is forbidden by law to use any hand-held device whilst driving. Any employee found to be or reported to be using such a device whilst driving an OFI vehicle / sponsored vehicle will be dealt with accordingly under the disciplinary procedure and could face dismissal and will be responsible for any penalty points and/or fines which they incur as a result of their actions.

### ***Care of the Organisation Vehicles***

The management will appoint an individual who is responsible for the maintenance of the car and ensuring tax and insurance are in date. When using a car please ensure they are left clean and tidy. No food or drink is to be consumed in the vehicles for Health & Safety reasons. Smoking is not permitted in the organisation's vehicles.

### ***Parking***

To avoid congestion, all vehicles must be parked only in accordance with local rules and in designated parking areas. No liability is accepted for damage to private vehicles; however it may be caused.

### ***Conflict of Interest***

When carrying out business activities you are acting as a representative of the OFI. We trust you to act in a fair and ethical manner at all times and to uphold the best interests of the OFI. Given the sensitive nature of some of our work, it is of the utmost importance that all Employees adhere to this policy to maintain both OFI integrity and your own professional integrity.

When determining what qualifies as a conflict of interest the emphasis is on whether there is potential for a conflict of interest or whether it is perceived there could be a conflict of interest. This policy cannot detail every possible scenario where a conflict of interest may arise. We trust you to use your own good judgement, common sense and integrity as to what is appropriate. If you are aware of any potential conflict of interest you should discuss this immediately with the CEO. If a conflict of interest is found to exist, a decision will be made as to whether or not you can continue

with that aspect of the role. In some instances, certain duties may be transferred to a colleague. Should this situation arise the process will be carried out in consultation with you.

### **CCTV and other monitoring**

We reserve the right to use CCTV and other monitoring, both overtly and covertly, for the prevention or detection of crime. Such monitoring may be operational on a continuous or ad hoc basis. Should CCTV or other monitoring bring to our attention any matter which we may deem to be a disciplinary offence, we reserve the right to use such monitoring information or footage in any subsequent investigation and disciplinary meeting that may arise.

## Leave Entitlements (Republic of Ireland)

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

The organisation recognises the importance of annual leave and you are encouraged to take your full holiday entitlement. Your entitlement is based on the hours you are contracted to work and length of service.

The OFI's annual leave year runs from 1<sup>st</sup> of January to 31<sup>st</sup> December each year. Your annual leave entitlement will be stated in your contract of employment in addition to the Public Holiday entitlements which will be in accordance with the Organisation of Working Time Act, 1997.

Part time employees are entitled to paid holidays on a pro rata basis.

All of your annual leave must be taken by the end of the leave year. In exceptional circumstances a maximum of up to 5 annual leave days may be carried over into the new annual leave year but only by prior agreement of the CEO. If approved, you must use these 5 days within the first quarter of the new annual leave year. Requests must be sent in writing to the CEO.

The OFI has identified two designated annual leave periods during which each employee must take a portion of their annual leave.

### **Designated Annual Leave Periods**

#### ***Christmas/New Year***

Unless otherwise directed, the offices of Olympic Federation of Ireland will close at end of business on 23<sup>rd</sup> December, if that is a working day, and open on 2<sup>nd</sup> January, if that is a working day. Any normal working days between these dates (i.e. not public holidays) must be taken as days of annual leave.

#### ***Summer***

All staff members must take at least two weeks of annual leave in succession between the 1<sup>st</sup> July and the 31<sup>st</sup> August. However, in the year of a Summer Olympic games this will not be the case, and leave during this period will only be granted at the discretion of the CEO.

### **Public Holidays**

Your entitlement to public holidays is set out in the Organisation of Working Time Act 1997. There are currently nine public holidays each year:

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

### ***Leave Process Information***

Payment in lieu of annual leave only occurs when a staff member leaves the OFI and has an unused annual leave entitlement. When termination of this contract occurs and the paid holidays already exceed the paid holiday entitlement on the date of termination, the OFI will deduct the excess holiday pay from any termination pay.

General Rules for booking holidays are as follows:

- Summer annual leave requests must be submitted to the CEO by the 30<sup>th</sup> April at the latest. Requests received by the 30<sup>th</sup> April will be considered for their preferred dates ahead of requests not submitted on time. For requests of 5 days or more of annual leave, at least one month's notice must be given to the CEO.
- All annual leave must be requested in writing to the CEO and copied to the office manager. The final decision when allocating leave rests with the CEO. Leave which is granted by the CEO will be recorded in the organisation's Annual Leave Tracker .
- In the event of the termination of your employment any holidays accrued but not taken in the current holiday year will be paid for. However, in the event of you having taken holidays which have not been accrued pro-rata in the holiday year, then the appropriate payments will be deducted from your final salary.
- On commencement of employment, you accrue holiday entitlement on a pro-rata basis. Entitlement will accrue at 1/52<sup>nd</sup> of your annual entitlement for each completed week of service.
- Payment during any holiday period is made at your normal basic pay rate.

### ***Holiday Entitlement on Termination of Employment***

On termination of employment, holiday entitlement will be calculated on a pro rata basis for each complete week worked in the holiday year. The OFI may request that you take accrued holiday entitlement during your notice period. Where this is not possible you will be entitled to a payment in lieu to be paid through payroll and subject to normal pay deductions.

If you leave the employment of the OFI without giving full contractual notice, the OFI reserves the right to make up any deficit in the notice period from your accrued holiday entitlement. You will then be entitled to a payment in lieu of any remaining accrued holiday after such deduction.

### **TYPES OF LEAVE & OFI Policy's**

- 1. Compassionate Leave Policy**
- 2. Force Majeure Leave Policy**
- 3. Maternity**
- 4. Adoptive leave**
- 5. Parental Leave**
- 6. Carers Leave**

## 7. Jury Service

## 8. Paternity Leave

## 9. Parent Leave

### 1. COMPASSIONATE LEAVE POLICY

In the event of death in the immediate family of any employee, the OFI may grant the following paid leave of absence:

- Death and funeral of wife, husband, child, mother, father, brother, sister, sister-in law, father-in-law, brother-in-law, half sister, half brother, grandparents– up to 3 working days.

At the discretion of the Chief Executive Officer, compassionate leave may be granted on the death of a person who is not a member of family, but is normally resident in the family home.

In special circumstances, and at the discretion of the Chief Executive Officer, up to five days compassionate leave may be granted.

The employee must request compassionate leave from the CEO as soon as possible following the death of a relative (as per the above list).

### 2. FORCE MAJEURE LEAVE (emergency family leave)

Force Majeure leave arises where, for urgent family reasons and owing to an injury or illness, the immediate presence of the employee at the place where the injured or ill person is, whether at their home or elsewhere, is indispensable.

An employee is entitled to paid leave owing to illness or injury of:

- Child/adoptive child.
- Spouse/partner.
- Person to whom they are in loco parentis.
- Brother/sister or parent/grandparent.

Only when the immediate presence of an employee is indispensable, at the place where the injured/ill person is located.

- Entitlement to force majeure is limited to three days in any 12 consecutive months or 5 days in any 36 consecutive months.
- Absence for part of a day is counted as one full day of force majeure leave.
- As soon as is reasonably practicable following your return to work, the employee must complete a Force Majeure Leave form detailing the date(s) (in the past) which the Force Majeure Leave is requested for and the facts entitling the employee to Force Majeure Leave.
- The employee will be required to produce, not later than 4 weeks after the date of leave, a doctor's certificate detailing the nature, length or expected length, of illness/injury by the person concerned. A copy of the certificate must also be forwarded to the CEO. Failure to produce the required certificate will result in the Force Majeure Leave being revoked and the employee will have to use either Annual Leave or Time Off In Lieu to record the absence.

### **3. MATERNITY LEAVE POLICY**

This will be applied as per the Maternity Protection Acts, 1994 & 2004 and the Adoptive Leave Act, 1995-2005.

- The Maternity Leave Policy is governed by the current maternity leave legislation. This legislation covers the entitlements for all female staff who are pregnant, have recently given birth, or who are breastfeeding. All female staff are entitled to 26 consecutive weeks' maternity leave and may elect to take 16 weeks additional maternity leave.
- Under the Maternity Protection (Amendment) Act 2004 at least 2 weeks have to be taken before the end of the week of your baby's expected birth and at least 4 weeks after. You can decide how you would like to take the remaining weeks.
- During the 26 week minimum maternity leave period, employees may be entitled to receive Maternity Benefit from the Department of Employment Affairs and Social Protection (DEASP). It is the employee's responsibility to claim Maternity Benefit from the Social Welfare department (DEASP). Applications for Maternity Benefit should be made no later than six weeks before starting maternity leave.

#### ***Commencement of Maternity Leave***

- A period of 26 weeks maternity leave can be taken, beginning not later than 2 weeks before the end of the expected week of confinement, and ending not earlier than 4 weeks after the expected week of confinement. In the case of premature births, Maternity Leave will commence on the date of confinement.
- The employee must notify the CEO in writing as soon as reasonably practicable, but not later than 4 weeks before the commencement of maternity leave, of her intention to take maternity leave. Additionally, not later than the time of the above notification, she is obliged to supply the CEO with a medical certificate confirming the pregnancy and specifying the expected date of confinement.
- *Return to work* You must give the OFI at least 4 weeks' written notice of your intention to return to work.

It is important to comply with these notice requirements, as failure to do so may cause loss of rights.

#### ***Social Welfare Payment during Maternity Leave***

Maternity Benefit is paid to women who are on maternity leave from work and covered by social insurance (PRSI). This payment is made by the Department of Employment Affairs and Social Protection for each of the 26 weeks of maternity leave.

#### ***Additional Maternity Leave***

Following maternity leave an employee may elect to take additional maternity leave. All employees covered by the Maternity Acts are entitled to 16 weeks additional maternity leave. To be entitled to take additional maternity leave, an employee must inform the OFI in writing of her intention to take such additional leave not later than four weeks before the end of the maternity leave period. During

the optional 16 weeks of additional maternity leave, there is no entitlement to social welfare maternity benefit.

#### ***Pre-Natal and Post-Natal Care***

- An employee is entitled to paid time off for ante-natal or post-natal care. Evidence of appointment or attendance at an ante- or post-natal should be provided.
- Expectant mothers are entitled to attend one complete set of ante-natal classes (other than the last three classes) without loss of pay. Prospective fathers have a once-off right to attend the last two ante-natal classes before the birth. This is subject to the staff member giving at least two weeks' notice before the first class or class concerned and appropriate documentation giving the dates and times of the classes.

#### ***Health and Safety***

- You should advise the CEO as soon as possible that you are pregnant, have given birth in the last 6 months or are breastfeeding to allow adequate protection to be provided to you. If your job is identified as carrying any risk for you or your unborn child, you will be notified immediately and arrangements will be made to remove you from these risks. This may mean that your working conditions are altered or that you are offered another more suitable job for the duration of your pregnancy. If neither of these are possible, you may be placed on Health & Safety leave on full pay until you are no longer at risk. If you have any concerns about your own health and safety at any time, you should speak to the CEO immediately.

## **4. ADOPTIVE LEAVE POLICY**

### ***Policy Summary***

This policy entitles only the adoptive mothers to avail of adoptive leave from employment, except in the case where a male is the sole adopter.

### ***Scope of Policy***

This policy covers:

- an adopting mother, employed by Olympic Federation of Ireland, who has informed the CEO of her intention to adopt
- a sole male adopter, employed by Olympic Federation of Ireland, who has informed the CEO of his intention to adopt
- Adopting father, employed by Olympic Federation of Ireland, where the adopting mother has died before or during the period of adoptive leave or additional adoptive leave.

However, in the case of temporary staff employed under a fixed-term contract of employment, any entitlement to leave or other benefits lasts only as long as the contract of employment lasts.

### ***Entitlements of Adoptive Mothers or where a Male is the sole Adopter***

Under the Adoptive Leave Act 1995 as amended by the Adoptive Leave Act 2005, only the adoptive mother is entitled to avail of adoptive leave from employment, except in the case where a male is the sole adopter.

Any adopting mother or sole male adopter is entitled to a minimum of 24 consecutive weeks of adoptive leave from work, beginning on the day of placement of the child. Part-time employees are

entitled to adoptive leave on a pro-rata basis. Adopting parents are also entitled to time off during working hours without loss of pay to attend adoption preparation classes and pre-adoption meetings with social workers / health board officials required during pre-adoption process. It is possible to receive a social welfare payment for the initial 24-week period of adoptive leave. The amount of benefit paid will depend on an employee's PRSI contributions.

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

An employee may take up to an additional sixteen weeks' leave immediately following the twenty-four weeks' Adoptive Leave. Part-time employees are entitled to Additional Adoptive Leave on a pro-rata basis.

### ***Additional Adoptive Leave (Foreign Adoption)***

However, in the case of foreign adoptions, some or all of the sixteen weeks may be taken before the date of placement, for the purposes of familiarisation with the adopted child. As a result of these arrangements eligible staff may avail of up to forty weeks leave on the adoption of a child. In order to avail of this Additional Adoptive Leave, however, the employee must notify the CEO in writing at least four weeks before the end of the Adoptive Leave, indicating the dates of the Additional Adoptive Leave. If the employee wishes, he/she may notify the CEO of his/her intention to take Additional Adoptive Leave at the same time as notifying it of his/her intention to take Adoptive Leave.

If the adopting parent wants to stop taking adoptive leave or additional adoptive leave because he/she is ill, he/she will need to get the employer's agreement. The remaining adoptive leave entitlement will be lost.

An adopting parent can postpone the adoptive leave if the adopted child has to be hospitalised. However, the employer's agreement is required.

An employee's absence from work on additional adoptive leave will count for all employment rights (except remuneration, superannuation benefits) associated with the employment such as annual leave.

Staff members may revoke their decision to take Additional Adoptive Leave, however they must notify the CEO in writing at least four weeks before the Adoptive Leave is due to end.

### ***Entitlements of Fathers to Adoptive Leave in the case of the Death of the Mother***

Entitlements of fathers to Adoptive Leave in the event of the death of the mother will also be increased. If an adopting mother dies, the father of the child shall be entitled to leave from his employment for

- twenty-four weeks where the adopting mother dies before the placement of the child or
- where the adopting mother dies on or after the day of placement, the remainder of the adoptive leave due to her.

The period of Adoptive Leave shall commence within 7 days of the death of the adopting mother or on the day of the placement, whichever is the later. The adopting father is also entitled to avail of additional Adoptive Leave of either sixteen weeks or the remainder of the mother's additional leave

if the mother dies on or after the expiry of the twenty four weeks from the date of placement. The adopting father should notify the CEO in writing not later than the day on which his leave begins, on the death of the mother and of the length of the leave to which he believes he is so entitled. If requested, the father should supply the CEO, as soon as it is reasonably practicable, with a copy of the death certificate made in respect of the mother.

### ***Terms and Conditions of Employment while on Adoptive Leave***

#### ***Annual Leave while on Adoptive Leave***

While on Adoptive Leave and Additional Adoptive Leave, employees accrue Annual Leave. With the permission of the CEO, the Annual Leave may be added on to the end of this period.

#### ***Public Holidays which fall during Adoptive Leave***

During Adoptive Leave and Additional Adoptive Leave employees retain their entitlement to Public Holidays.

#### ***Returning to work after Adoptive Leave***

Under the Adoptive Leave Act, employees have a right to return to work in the same or similar job as they left, under the same employment contract. (This right does not, of course, extend to those people whose fixed-term or specified-purpose contracts expired during any of the above periods.)

If it is not reasonably practicable for the Olympic Federation of Ireland to allow the employee to return to his/her job, then the OFI will endeavour to provide suitable alternative work. This new position will not be on terms substantially less favourable than those of the previous job.

Otherwise, the employee will to be treated as if they had been at work during the adoptive leave and additional adoptive leave. The employment conditions will not be worsened by the fact that the employee has taken adoptive leave, and if pay or other conditions have improved while the employee has been on adoptive leave they will be entitled to those benefits when they return to work.

If the employee is a permanent employee, then during Adoptive Leave and Additional Adoptive Leave the employee will remain in the employment of Olympic Federation of Ireland. However, if the employee is a temporary employee, then employment with the organisation will last only until the expiry date of the contract of employment.

If the employee wishes to return to work after any period of adoptive leave, s/he must notify the CEO in writing no later than four weeks before the return to work date.

### ***Procedures for Applying for Adoptive Leave***

#### ***Notification Procedures***

In order to take Adoptive Leave, an employee must notify the CEO in writing by signed letter to provide 'Notification of Intention to take Adoptive Leave'. This must be submitted in person no later than four weeks before the start of the Adoptive Leave (on placement of the adopted child) or Additional Adoptive Leave (in the case of foreign adoptions).

When forwarding this letter to the CEO, s/he must attach to it:

- Written details of the expected date of placement and
- A copy of the 'declaration of suitability' (issued pursuant to the Adoption Act) before the commencement of Adoptive Leave or Additional Adoptive Leave (see below), whichever is

the earlier. Particulars of the placement must be provided as soon as is reasonably practicable thereafter.

If an employee wishes to take Additional Adoptive Leave, s/he must notify the CEO no later than four weeks before the end of the Adoptive Leave. If s/he wishes to return to work after the Adoptive Leave, s/he must notify the CEO by signed letter, posted to OFI Headquarters, no later than four weeks before the return to work date.

## **5. PARENTAL LEAVE POLICY**

An employee who is a relevant parent in respect of a child shall be entitled to leave from his or her employment, to be known and referred to as 'parental leave', for a period of 22 working weeks to enable him or her to take care of the child.

The organisation will provide parental leave to facilitate parents who require periods of short-term unpaid leave to take care of a child under 8 years of age, and in the case of parents of a disabled child under 16 years of age.

Any staff member, who is a natural or adoptive parent, or in loco parentis, and has completed one year's continuous service, is entitled to 22 weeks unpaid leave per child, to enable him/her to take care of his/her child. (From 01 September 2020 this will increase to 26 weeks unpaid leave.)

All parents of children less than eight years of age are eligible for parental leave, as are parents of a disabled child under 16 years. In the case of a child who is the subject of an adoption order, and has, on or before the date of the making of that order, attained the age of 6 years but not 8 years, the employee will be entitled to leave up until the expiration of the period of 2 years beginning on that date.

The 22-week entitlement may be taken continuously or broken down into periods of a minimum of 6 weeks (optional on broken down into days, weeks or months), and each staff member will be dealt with on an individual basis. Part-time staff members have a pro-rata entitlement, based on the number of hours worked.

Where a staff member has less than 1 years' service and more than 3 months continuous service, and the child is about to go beyond the specified age limit, the parental leave entitlement is one week's unpaid leave for each month of continuous employment. Any period of probation, training or apprenticeship will be suspended while a staff member is on parental leave and will be completed on the staff member's return.

All employment rights will be protected while on parental leave other than the right to remuneration. Annual leave and public holiday entitlements accrue while a staff member is on parental leave. There is no Social Welfare support during periods of parental leave, but a staff member can apply for PRSI credits for any period of parental leave. Should a staff member fall ill while on parental leave and be unable to care for their child, contact and discussion with their employer should occur as soon as possible. For all periods of medically certified sick leave, the staff member may transfer to the sick-pay scheme and resume their parental leave when fit to take care of their child. Normal sick leave notification procedures apply.

### ***Applying for Parental Leave***

An employee must inform the OFI, in writing, of their intention to take parental leave, not less than six weeks prior to the planned commencement of the leave and attach a copy of the child's birth certificate.

### ***Postponement***

The OFI has the right to postpone the granting of parental leave for up to six months, if granting it at a certain time would have an adverse impact on the business. In such cases, the OFI will consult with the employee so that a mutual alternative can be reached within 6 months, and should the child reach the age limit, this will not prevent the parent taking the leave at the future date.

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

If, at any stage, the OFI suspects that parental leave is not being taken for the reason stated, written notification will be sent to the staff member outlining the OFI's concerns and requesting a reply within 7 days. The OFI retains the right to terminate the parental leave if the employee is found to be in breach of the policy and the disciplinary procedure will apply.

### ***Evidence of Entitlement***

The organisation reserves the right to request sight of evidence that an employee is the parent of a child or has parental responsibility for the child. Examples of what might be suitable evidence are:  
Information contained on the child's birth certificate, or papers confirming a child's adoption or the date of placement in adoption cases.

### ***Right to Return to the Same or Similar Job***

At the end of any period of parental leave, an employee is entitled to return to the job that they held prior to taking parental leave or, if that is not reasonably practicable, to suitable alternative employment.

## **6. CARERS LEAVE POLICY**

As per The Carers Leave Act, 2001

- An employee has an entitlement to avail of temporary unpaid leave to enable them to personally provide full-time care and attention to a person who is in need of such care. The minimum statutory entitlement is 13 weeks. An employee must have completed at least 12 months continuous service with the organisation before the commencement of the leave.
- During an absence on carers leave, an employee retains all of their employment rights except the right to remuneration and superannuation benefits. The right to annual leave is restricted to the period comprising 13 weeks only of the carer's leave entitlement. The right to public holidays is likewise restricted to the period comprising the first 13 weeks only of the carer's leave entitlement.
- Absence from employment while on carers leave shall not be treated as part of any other leave to which the employee is entitled e.g. sick leave, annual leave, adoptive leave, maternity leave, parental leave or force majeure leave.

## **7. JURY SERVICE POLICY**

If you are required to attend for jury service, you must inform the CEO as soon as possible. On completion of jury service, you will be required by the Clerk of Court to make a claim for any expenses accrued i.e. travel/meals etc. It is your responsibility to claim all allowances and expenses from the Court. You will continue to be paid by the OFI during Jury Service. Occasionally a person summoned for jury service will not be selected for a jury and will be dismissed for that day shortly after 11:00 a.m., in which case the employee must return to work for the rest of the day.

## **8. PATERNITY LEAVE POLICY**

Ireland provides for a period of 2 weeks of paid (by the Department of Employment Affairs and Social Protection) Paternity Leave from work for male employees (in the Republic of Ireland) following the birth or adoption of their child.

Paternity Leave must be taken within 26 weeks of the birth of the child and prior notification to and approval from the organisation is necessary.

To qualify for paternity leave for a birth, an employee must: -

- be employed in the organisation for at least 26 weeks by the end of the 15th week before the expected week of childbirth; and
- be the biological father of the child, or be married to or be the partner of the baby's mother (this includes same-sex partners, whether or not they are registered civil partners); and
- have some responsibility for the child's upbringing.

### ***When can an employee take Paternity leave?***

- If he is taking paternity leave for a birth, the leave can start either on the day the baby is born or on a date that has been agreed in advance after the birth of his baby.
- If he is taking paternity leave for an adoption, the leave can start either on the day that the child is placed with him, or on a date that has been agreed in advance. If he is agreeing a leave date later than the date the child was placed with him, the leave must be completed within 56 days of the adoption date.

## **9. PARENT LEAVE POLICY**

The Parent's Leave and Benefit Act 2019 Act enables a "relevant parent" to take two weeks parent's leave which must be taken within 52 weeks of the birth or placement of the birth/adoption of a child. Subject to eligibility and notification criteria being met, parent's leave will apply to births/placements that take place on or after the 1 November 2019.

### ***Purpose***

Parent's leave is available to eligible members of OFI employees to allow them time off from work within the first year of the birth or adoption of their child or the child of their spouse or partner. The state-paid parent's leave standard benefit is currently €245 per week (February 2020), provided the employee has made sufficient PRSI contributions.

### **Scope**

This policy covers all part-time and full-time employees of OFI provided that they meet the conditions outlined below.

### **Eligibility to take parent's leave**

Parent's leave is available to employees who are deemed to be the "relevant parent" of a child. There is no minimum service required with [insert company name] to qualify for parent's leave. Parent's leave is non-transferrable between relevant parents.

Under the Act, a "relevant parent" includes:

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

In certain circumstances, this may give rise to an entitlement to parent's leave on the part of up to four individuals in respect of a single child.

### **Entitlements and conditions**

The following conditions apply to taking parent's leave.

- Subject to eligibility and notification criteria being met, parent's leave will apply to births/placements that take place on or after the 1 November 2019.
- An employee who is a relevant parent may avail of parent's leave in periods of not less than one week at a time.
- The leave will commence on the date the relevant parent selects in his/her written notification.
- In the case of multiple births, or where two or more children are being adopted at the same time, only a single two-week entitlement of parent's leave applies.

### **Notice required when applying for parent's leave**

OFI must be notified in writing by the employee at least 6 weeks before the employee intends to take the leave.

Where OFI is not the same employer from whose employment maternity or adoptive leave has been taken, the employee will be required to include a copy of the medical, or other appropriate, certificate confirming the pregnancy and specifying the expected week of confinement / birth or date of placement of the child.

### ***Applying for parent's benefit***

An employee can apply for Parent's Benefit online at [www.mywelfare.ie](http://www.mywelfare.ie). An employee will need their child's PPS number to complete the application.

### ***Postponement of parent's leave by OFI***

In certain limited circumstances the company may need to exercise its right to postpone for up to 12 weeks their employee's intended parent's leave commencement date. OFI postponement may arise where OFI is satisfied that the taking of the parent's leave at the time specified in the notification would have a substantial adverse effect on the operation of his or her business, profession or occupation by reason of

- seasonal variations in the volume of work concerned,
- the unavailability of a person to carry out your duties during the period of the leave,
- the nature of your duties
- the number of other colleagues availing of parent's leave during the period

If this postponement results in the child reaching 1 year before the leave has been drawn down, the 52 weeks cap will be extended by up to 12 weeks.

### ***Early confinement***

Where the birth of the child occurs 4 or more weeks prematurely, an OFI employee who is the relevant parent (where circumstances require) will be deemed to have complied with their notice of intention to take parent's leave obligations to the company if notice is given in the period of 7 days commencing on the date of confinement.

### ***Postponement of parent's leave due to late birth/postponed adoption placement***

An employee who is a relevant parent may postpone a period of parent's leave where the date of birth occurs after the date selected by a relevant parent in their notification to the company or where the date of placement is postponed in the case of adoption. The relevant parent may select another date on which parent's leave will commence.

### ***Postponement of parent's leave when the child is hospitalised***

If the child is hospitalised, the employee may request in writing to postpone all or part of their parent's leave. The postponed leave is to be taken not later than 7 days after the discharge of the child from hospital or such other date as may be agreed between the relevant parent and OFI

## EQUALITY AND DIVERSITY

The Olympic Federation of Ireland is an equal opportunities organisation and is committed to providing a working environment free from discrimination, by abiding by all Equality Acts. The Equal Opportunities Policy provides all details in this regard. The employment of new staff is determined by the potential knowledge, skills, ability and performance of each individual and is irrespective of his/her gender, marital status, family status, sexual orientation, age, disability, race, religion or membership of the traveller community.

### **Recruitment and Selection**

The purpose of our recruitment and selection procedures is to always recruit the best person for the job in a fair and consistent manner. This covers all current and prospective employees.

The guidelines below are adopted in the recruitment and selection process across the organisation and to assist in obtaining, in an efficient way, the correct number and suitably qualified employees required to satisfy the needs of the OFI. Every effort is made to reduce the need for recruitment by the implementation of sound training and development and career progression opportunities within the OFI.

The Olympic Federation of Ireland undertakes whenever appropriate to consider applicants from within the organisation for all vacant positions. However, the OFI reserves the right to select the most suitably qualified/experienced person to fill a particular vacancy whether or not the Olympic Federation of Ireland already employs the person.

### **Dignity at Work**

The OFI is committed to working together to maintain a workplace environment that encourages the right to dignity at work.

All who work here are required to respect the right of each individual to dignity in their working life. All will be treated fairly and equally 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 responsibility to uphold this principle.

### ***Equality and Diversity***

The OFI is an equal opportunities employer and is committed to ensuring a safe and healthy work environment for its entire staff, maintaining employment policies, procedures and practices which are free from all forms of unlawful and unfair discrimination.

The Olympic Federation of Ireland is committed to the principles of the Employment Equality Act, 2004, which prohibits discrimination on the following grounds; Gender, Marital Status, Family Status, Sexual Orientation, Religious Belief, Age, Disability, Race and Membership of the Traveller Community.

The OFI recognises that each staff member has a unique contribution to make and seeks to develop the full potential of all its employees. It embraces a fully inclusive workforce that reflects the ever-

changing cultural diversity of our society. The OFI respects individual differences and values the contributions individuals make to the success of the organisation. The OFI will promote diversity and the provision of equal opportunities as essential elements in achieving an effective and efficient organisation.

The OFI is committed to a policy of treating all employees with dignity and respect and providing a safe working environment which is free from all forms of bullying, harassment and sexual harassment.

Bullying, harassment and sexual harassment are unacceptable forms of behaviour which:

- Could be illegal,
- May be regarded as gross misconduct, are in breach of the Organisational policies
- Will not be tolerated.

All complaints of bullying, harassment or sexual harassment will be taken seriously, dealt with promptly, sensitively and in a confident manner, consistent with ensuring fairness and the principles of natural justice. A complaint of bullying, harassment or sexual harassment may, following investigation as per our procedures, may lead to disciplinary action up to and including dismissal.

### ***Bullying***

Full details on the OFI policy in this area can be found in the OFI Harassment / Bullying / Victimisation in the workplace policy, which takes precedence to the summary provided for information purposes in this document.

Bullying in the workplace is defined as 'repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at 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'. The OFI's policy on Harassment / Bullying / Victimisation in the workplace has been approved by the Executive Committee and sets out the organisation's policies in this regard.

An isolated incident of the behaviour in this definition may be an affront to dignity but as a once-off incident is not considered to be bullying.

Bullying may take subtle or insidious forms, which gradually wear a person down over a period of time. Bullying often takes place where there are no witnesses and the victim is afraid to make a complaint because they fear they may not be believed or that the bullying may get worse. In some cases witnesses to incidents of bullying may be afraid to come forward.

A pattern of the following behaviours are examples of types of bullying (not exhaustive);

- Exclusion with negative consequences
- Verbal abuse/insults
- Being treated less favourably than colleagues
- Intrusion- pestering, spying or stalking
- Menacing behaviour
- Intimidation

- Aggression
- Undermining behaviour
- Excessive monitoring of work
- Humiliation
- Withholding work-related information
- Repeatedly manipulating a person's job content and targets
- Blame for things beyond the persons control
- Making it difficult for staff to have access to information
- Aggression/Aggressive Behaviour
- Not giving credit for work contribution
- Intimidation and threats in general
- Use of bad language to colleagues or management

### ***Harassment***

Full details on the OFI policy in this area can be found in the OFI Harassment / Bullying / Victimization in the workplace policy, which takes precedence to the summary provided for information purposes in this document.

Harassment is any form of unwanted conduct related to any of the discriminatory grounds 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. Such unwanted conduct may consist of acts, requests, spoken words, gestures or the production display or circulation of written words, pictures or other material.

A single incident may constitute harassment.

The harassment has to be based on the relevant characteristic of the employee, as outlined in the Equality Act 2004. The nine grounds are; Gender, Marital Status, Family Status, Sexual Orientation, Religious Belief, Age, Disability, Race and Membership of the Traveller Community.

Harassment in this instance means harassing someone because of belonging to or perceived as belonging to any one or a number of these grounds. The following are some examples of harassment, which may occur and specifically relate to one of the grounds mentioned above.

- Verbal harassment- jokes, comments, ridicule
- Written harassment- including faxes, text messages, email/notices/written offensive articles
- Physical harassment- threatening, pushing, or any form of assault
- Visual displays- posters emblems, or badges
- Isolation or exclusion from social activities

### ***Sexual Harassment***

Sexual Harassment is any form of unwanted verbal non-verbal or physical conduct of a sexual nature which has a purpose or effect of violating a person's dignity and creating an intimidating, hostile,

degrading, humiliating or offensive environment for the person. Such unwanted conduct may consist of acts, requests, spoken words, gestures or the production display or circulation of written words, pictures or other material.

A single incident may constitute sexual harassment.

Examples of this type of harassment include:

- Sexual gestures.
- Displaying sexual suggestive objects, pictures, and calendars or sending suggestive and pornographic correspondence.
- Unwelcome sexual comments and jokes.
- Unwelcome physical conduct such as pinching, unnecessary touching, etc.
- Leering or sexual suggestive gestures

### **Victimisation**

Victimisation as a result of reporting harassment or bullying or for those who cooperate with procedures of an investigation will also be regarded as a serious breach of discipline.

### ***Employees Responsibilities***

All employees are obliged to:

- Treat colleagues with respect and dignity
- Ensure that the environment is free from bullying, harassment and sexual harassment
- Read and support the policy and procedures
- Co-operate with any investigations formal or informal
- Challenge bullying and harassment and report any incidents witnessed
- Maintain confidentiality when required
- Be aware of the effects of their own behaviour not make spurious or frivolous allegations

### **Complaints Procedure**

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

- Informal Procedure
- Formal Procedure

Both procedures and the relevant appeals mechanisms are set out in the policy on Harassment / Bullying / Victimisation in the workplace.

### ***Working Relationship after Procedures Are Completed***

It is generally acknowledged that once an allegation presents itself that the working relationship can be difficult and there could be a certain amount of tension between the parties concerned. The OFI

will endeavour to facilitate and maintain a respectful and understanding relationship in the work location during the course of an issue being investigated and concluded. In the event of difficulty arising between the parties concerned every effort will be made to improve the working relationships by use of appropriate interventions such as counselling or whatever else may be deemed appropriate in a particular situation.

Bullying, harassment and sexual harassment are all unacceptable forms of behaviour which can seriously affect employee well-being and organisation effectiveness. They will not be tolerated, whether they are aimed at other employees / clients / customers / associates of the OFI or members of the public. Complaints of such behaviour will be dealt with under the Organisation's disciplinary procedures. Where such complaints are upheld, sanctions (which may include dismissal) will be imposed on those responsible.

## **Disciplinary and Grievance Procedure**

Full details on the OFI policy in this area can be found in the OFI Disciplinary and Grievance policy, which takes precedence to the summary provided for information purposes in this document.

The Policy is designed to outline to the employees of the Olympic Federation of Ireland, the practices and procedures we will operate in respect of disciplinary matters and grievances raised by you.

Procedures are designed to help and encourage all employees to achieve and maintain standards of conduct, attendance and job performance. It is your manager's responsibility to ensure that our practices and procedures are effective, well understood and consistently applied. The Disciplinary Policy may be implemented at any stage if you fail to achieve acceptable standards of performance, fail to comply with policies and procedures, display unacceptable attendance, attitude or conduct or for any other alleged misconduct or performance issue which warrants such action.

The Policy may be amended from time to time. The Grievance procedure is open to any Employee wishing to raise concerns at any time.

The OFI strives at all times to act in compliance with the Workplace Relations Act 2015.

### **Scope of Policy's**

This procedure applies to all employees within the OFI.

### **Disciplinary Policy and Procedure**

The OFI takes the view that in the vast majority of cases individual commitment and performance will be consistent with achieving company objectives. Should difficulties or problems arise [Insert company name] is committed on a day to day basis to their resolution in an open, fair, frank and timely manner. These procedures are designed to help and encourage everyone to achieve and maintain the required standards of conduct, attendance and job performance. The following procedures will be applied in a fair and reasonable manner with due regard to the rights and responsibilities of the parties concerned.

### **Scope**

All present employees of OFI who have successfully completed their probationary period are covered by this policy.

### **Key Principles**

Before the start of any stage in the procedure, you will be told of the nature of the complaint against you and no decisions will be made without you having been given the opportunity to fully state your case. At all stages of the process, you will be made aware of the standard of performance that is expected of you and any necessary assistance to achieve these levels. The company reserves the right to commence disciplinary action at the stage of the procedure most appropriate to the matter at hand. At all stages of the disciplinary procedure, you have the right to be accompanied by a work colleague of your choosing. You will have the right to appeal against any disciplinary action that is taken against you.

### **Informal approach: Counselling**

Prior to formal disciplinary action being taken, every effort will be made to resolve the matter by informal discussions. Where an employee's performance, attendance or conduct falls below an acceptable standard, management may initiate a counselling session with that employee before any formal disciplinary procedure commences. At this stage the relevant manager will discuss with you the nature of the fall-off from standard with a view to agreeing a solution.

### **Stages of Disciplinary Action**

#### **1. Verbal Warning**

This is the first stage of the formal disciplinary procedure and would normally be given for a first incident. A record of the verbal warning will be kept on your personal file for a period of six months, and subject to satisfactory improvement will be deactivated after this time. If there is repetition of the unacceptable conduct or there is no satisfactory improvement, then disciplinary action under the next stage of the procedure will be considered.

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

If the offence is of a more serious nature or there is a failure to improve performance after a verbal warning, a first written warning will normally be given. A record of the first written warning will be kept on your personal file for a period of twelve months, and subject to satisfactory improvement will be deactivated after this time. If there is repetition of the unacceptable conduct or there is no satisfactory improvement, then disciplinary action under the next stage of the procedure will be considered.

#### **3. Final Written Warning/Suspension Without Pay**

If the act of misconduct is sufficiently serious in the first case, or there is still a failure to improve your work performance, a final warning will normally be given. A record of the final written warning will be kept on your personal file for a period of twelve months, and subject to satisfactory improvement will be deactivated after this time. In exceptional cases this period may be extended. A sanction of suspension without pay for a period may also be applied at this stage of the disciplinary procedure.

#### **4. Dismissal**

Following on from a final written warning, if you continue to fail to reach the expected standards, dismissal will normally result. In certain circumstances it may be appropriate to consider suspension

or demotion as an alternative sanction. At the time of your dismissal you will be provided with written reasons for the dismissal, the date on which your employment terminates as well as details of your right to appeal. Only in exceptional circumstances, (i.e. gross misconduct) will you be dismissed for a first breach of discipline.

### **Gross Misconduct**

Gross Misconduct is an act of misconduct, which is considered serious enough to result in summary dismissal. Summary dismissal is dismissal without notice or payment in lieu of notice. The following list includes (but is not confined to) examples of the circumstances, which will be regarded as 'Gross Misconduct'. Please note that this list is not exhaustive.

- Failure or refusal to carry out duties as set out in your terms and conditions of employment, or failure to carry out a reasonable management instruction
- Unauthorised absence from work
- Misuse or misappropriation of the firm's property or equipment
- Action or behaviour likely to bring the company into disrepute
- Fraud or dishonesty
- Disclosure of confidential information or documents unless expressly authorised to do so
- Violence, threatening or grossly offensive behaviour towards another employee, a client or member of the public
- Extreme or persistent negligence in duties as laid down in your terms and conditions of employment
- An act that endangers the safety of others
- Abuse of alcohol or drugs during the course of work
- Conviction of an offence which is inconsistent with your position or renders you unacceptable to other members of staff
- Falsification of timesheets or expense claims
- Acceptance of financial or other rewards from any third party without disclosure to or approval from the company
- Serious breach of your terms and conditions of employment

### **Suspension**

In circumstances where your behaviour or conduct is viewed as serious, or where it is appropriate in order to facilitate further investigation, we may decide to suspend you from work on full pay. If we feel it necessary to suspend you, it will in no way imply guilt or any wrongdoing.

### **Appeals Procedure**

If you feel that the disciplinary action taken against you is unfair, you may appeal against the decision. Your appeal must be put in writing in the form of a letter, stating clearly the grounds on

which you are appealing. Your letter of appeal must be sent within a period of ten working days from the date that you receive written confirmation of the outcome of the disciplinary hearing. Your appeal should be made to the next higher level of management not previously involved in the disciplinary hearing. This person will normally also hear your appeal.

You have the right to representation by a work colleague at any appeal hearing. At this meeting, you will be given your opportunity to fully present your case against dismissal. As the person hearing your appeal has not previously been involved in the disciplinary process, you will receive a full and fair hearing. You will have only one right of appeal and the outcome of this appeal is final. Where a decision to dismiss is appealed and the decision upheld, the date of termination of employment will be the original date of dismissal and not the date of the outcome of the appeal.

It is accepted by all employees that CCTV footage can and will be used as part of the disciplinary process.

### **Grievance Policy**

You are encouraged to raise your concerns openly and quickly so that they can be dealt with rather than left to develop into grievances. For this reason, raising such concerns should occur at the earlier convenience.

You are also encouraged to voice constructive opinions in relation to your work and to suggest and contribute solutions to problems which concern you.

Problems, queries or complaints should be raised orally with your immediate manager as soon as possible. Time should be allowed for the matter to be resolved. If the problem is not satisfactorily resolved, or the problem relates to your manager, it should be raised with their manager who will arrange the investigation of the grievance.

### **Grievance Procedure – General Principles**

The procedure below should be followed if you have a grievance or concern in relation to any aspect of your employment other than in respect of a matter arising under the disciplinary procedure which is dealt with separately.

The OFI recognises that a grievance(s) can occur in any working environment and that it is in the mutual interest of the OFI and our employees to have a procedure in place whereby such grievances can be aired and dealt with as early as possible. A grievance procedure is a formal procedure which an employee and the organisation should follow to deal with or resolve workplace problems.

There may be times when you wish to raise a concern, problem or complaint in the workplace. In the first instance, you should try to settle the issue informally by talking to your Manager.

Where this is not possible or if you feel the concern is still unresolved, you have the right to raise your grievance formally in writing with your Manager. It is important to note that use of this procedure will not damage the employee's standing with the organisation. Strict confidentiality will be maintained on any personal or work-related problem.

The procedure should be followed for the progressing of a grievance is outlined in this policy. The organisation places great emphasis on an 'open door' approach to communications and problem

solving. We aim to resolve any grievance fairly, consistently and quickly in an atmosphere of mutual trust and confidence.

### **Policy**

A grievance arises when an employee is unhappy or dissatisfied with a term and condition of work or a work situation.

### ***What should you do if you have a grievance?***

The procedure below should be followed if you have a grievance or concern in relation to any aspect of your employment.

1. Most concerns are generally best resolved through informal discussions. If you have a concern about any aspect of your employment you should discuss it in the first instance with your Manager who will make every effort to solve your problem quickly and fairly. If your grievance relates to other persons with whom you engage for work reasons, not directly employed by the organisation, you may refer your grievance to your manager in the first instance. Managers are required to record a file note of the discussions and its outcome and a copy will be kept on your personnel file.

2. If this discussion fails to resolve the matter to your satisfaction, or if your grievance concerns your immediate Manager, you should refer your grievance in writing to the CEO as appropriate.

3. In the letter you must:

- Outline the details of your grievance stating clearly what the issue is and / or with whom your grievance is against and the reasons for this.
- Confirm that the issue has been raised initially with your Manager and
- State what outcome / resolution you are seeking from the grievance hearing.

4. You will receive a letter of acknowledgement within 10 working days of receiving your letter and a meeting will be arranged with you. You must attend this meeting. We will determine if an investigation is required. Grievance meetings are normally held by your Manager or another appropriate HR nominee, with another suitable person taking notes.

5. For grievances relating to other persons with whom you engage for work reasons, not directly employed by the organisation, we will arrange a hearing with an appropriate nominee of our choosing and notify you in writing of the date of the hearing. The grievance meeting will be facilitated by our nominee with another appropriate nominee taking notes.

6. You have the right to be accompanied at all meetings by a work colleague of your choice. If you choose to take advantage of this right; you are asked to notify the organisation of the name of the work colleague prior to the grievance hearing.

7. When the meeting has been held and/or where appropriate, the investigation completed, we will write to you within ten working days to confirm the outcome and provide you with a copy of your meeting notes if requested.

8. If you are unhappy with the outcome and decide to appeal, you should refer your appeal to the CEO. You must confirm this in writing within 5 working days, setting out the reasons why. We will arrange an appeal hearing with an appropriate person of our choosing, notify you in writing of the date of the appeal hearing, and confirm your right to be accompanied by a work colleague.

If your grievance or ultimate appeal is against the CEO, the grievance or appeal shall be heard by an external person as nominated by the Chairperson of the OFI.

9. When a decision has been made, we will provide you with a copy of the notes of the hearing and confirm the outcome in writing. You have one right of appeal, so the decision is final.

10. While grievances are progressing through the procedures outlined above, normal work and status quo must continue, even if it is under protest, until all stages of the grievance process are exhausted.

12. Where we believe a grievance has been made with malicious intent, or with a view to cause provocation, we reserve the right to investigate and issue disciplinary sanction where necessary.

13. If your concerns are about workplace practices, we would always encourage you to raise any concerns with us immediately.

## LEAVING OFI

### Resignation

Taking into account your notice period, you must provide the CEO with written notice of your resignation confirming the date you consider your last working day. Resignations are not accepted verbally or by text message.

### Notice Periods

Following satisfactory completion of the probationary period, and except in the case of gross misconduct warranting dismissal without notice, you are required to give notice in writing, confirming your last working day, as follows or as per your contract:

If your contract specifies a longer period of notice, then your contract prevails.

SERVICE	NOTICE PERIOD
Up to two years service	1 weeks notice
Two to five years service	2 weeks notice
Five to ten years service	4 weeks notice
Ten to fifteen years service	6 weeks notice
Over fifteen years service	8 weeks notice

### Payment

Payment in lieu of notice is not a contractual entitlement however the OFI reserves the right to pay salary in lieu of notice where appropriate.

### **OFI Property**

All property in your possession belonging to the Olympic Federation of Ireland must be returned on or before your last working day. Failure to return OFI property will result in the cost of recovery being deducted from your final pay or other payments due to you or your payments delayed.

### **Deductions**

The OFI will be entitled at any time during your employment or in any event of termination for whatever reason, to deduct from your pay any monies you owe to the OFI. This may include, but is not limited to, loans, advances, fines, and excess holidays taken over accrued entitlement.

### **Exit Interview**

All employees are requested to complete an exit interview prior to leaving with the CEO. The purpose of the interview is to establish reasons for leaving and to gather feedback on your employment with the OFI.

### **Retirement**

The OFI adopts a policy that employees will retire from their employment at the age of 65 years. However, the application of this policy may be considered on an individual basis in line with the WRC Code of Practice on Longer Working.

## **BUSINESS SYSTEMS, COMMUNICATIONS AND TECHNOLOGY**

### **COMPUTER, EMAIL AND INTERNET POLICY**

The purpose of this policy is to minimise the threats and risks associated with email, voicemails, the Internet and computer usage in general to ensure that the best personal and professional standards underpin our usage of these technologies. The policy aims to inform staff about their rights and responsibilities in this regard

This Policy applies to all Employees, systems and services throughout The Olympic Federation of Ireland, including remote locations, external data processing facilities and third parties who use our computing facilities. It applies to the use of Email, Internet and Computer Systems by all Employees. Electronic mail enables employees to communicate promptly and efficiently both internally and externally. The Internet is a valuable resource, not just for communication, but also as a source of information. While email and the Internet bring many benefits to the OFI, they also bring risks. The OFI is responsible for material originating from its sites and material found on its machines. It also applies to any member or officer of the OFI who is emailing on the OFI's behalf.

### **Email**

The risks associated with the use of emails include the following:

- (a) Your message may go to persons other than the intended recipient and if confidential or commercially sensitive, this could be damaging to the OFI.

- (b) Email messages can carry computer viruses that are potentially damaging to the OFI's computer operations.
- (c) Letters, files and other documents attached to emails may belong to others and there may be implications, including matters relating to copyright, in sending or receiving such material without permission.
- (d) The immediate transfer of data via email may have implications for messages which are written in haste or written carelessly. With a slower medium, there may be more of an opportunity to reconsider, verify or rephrase. This could give rise to misunderstandings, offence or indeed to legal liability on the OFI's part for defamation, etc.
- (e) An email message may legally bind the OFI contractually in certain instances without the proper authority having been obtained internally.
- (f) It should be remembered that all personal data contained in emails may be accessible under General Data Protection Legislation and furthermore a substantial portion of emails to Government and other public bodies may be accessible under the Freedom of Information Act.
- (g) Emails should be regarded as potentially public information, which carry a heightened risk of legal liability for the sender, the recipient and the organisations for which they work.
- (h) Offensive e-mails can also constitute bullying, slander, harassment and may cause offence to colleagues or other recipients and are treated in the same manner as other forms of abuse in line with our policies and will not be tolerated.

#### *Rules for Email use*

In order to avoid or reduce the risks inherent in the use of email, the following must be noted and observed:

1. The OFI's name is included in the heading carried with every message sent by an employee. This reflects on the OFI's image and reputation. Therefore, Email messages must be appropriate and professional.
2. A low level of personal use of email is tolerated on an employee's own time, but it should not in any way interfere with the OFI's business or cause any harm to either the OFI or to the OFI's facilities.
3. Personal, confidential or commercially sensitive information should not be sent by email. Employees should be mindful that such information can be readily or rapidly

re-distributed via email to a wide audience, perhaps even without the knowledge of the original sender.

4. Beware of what is written in email messages. Extra caution needs to be taken with email messages in respect of any disparaging remarks that may be contained therein. An email should be regarded as a written formal letter, the recipients of which may be much wider than the sender intended. Hence any defamatory or careless remarks can have very serious consequences, as can any innuendo.
5. Emails containing indecent, obscene, sexist, racist or other inappropriate remarks or pictures (including cartoons) are prohibited.
6. Do not enter contracts on behalf of the OFI using the Internet or email unless you have the express authority to do so from the CEO. Where appropriate, relevant legal advice should be obtained.
7. If you receive any offensive, unpleasant, harassing or intimidating messages via email then you are requested to inform your Manager. It is important that the OFI traces such Emails as quickly as possible.
8. Documents prepared by the OFI for customer/clients may be attached via the email. However, excerpts from reports, publications etc. other than those written/issued by the OFI, may be in breach of copyright and the author's consent may be required. However, links to files and/or web locations are permissible. Information received from a customer/supplier should not be released to another customer/supplier without prior consent of the original sender. If in doubt consult your Manager.
9. Email services should not be used in any manner that may cause excessive strain on computer facilities or unnecessary interference with other users. This includes, but is not limited to, the sending or forwarding of email chain letters; sending large numbers of unsolicited emails or re-sending the same message repeatedly and unnecessarily to one or more recipients.
10. Very large documents (of 10 Mb or greater) should not be sent by email. If in doubt please consult your Manager.
11. The email system employs user-ID's and associated passwords to isolate the communications of different users. Users must never share passwords or reveal them to anyone else. In general, employees should not leave their computer unattended without securing the session by password, timeout or signing off
12. Where a suspected virus is received, contact your Manager immediately. All incoming attachments must be virus checked. All storage devices should also be virus checked.

13. It is prohibited to forward emails concerning the business to your personal email address. All email communication to external contacts must be in line with normal business practice.
14. It is an offence and may be subject to disciplinary action up to and including dismissal if you are found to be using the corporate system to the detriment of the OFI.
15. When communicating by email, particularly when forwarding email threads, please ensure that the previous email threads are appropriate to the end recipient. It may not be appropriate to forward emails internally to persons not included on the original email thread and it is not appropriate to forward emails externally at any time unless the author of the original email is advised.
16. Emails containing OFI data should never be forwarded to your personal non-OFI email account without permission

### ***Employer's Monitoring of Email***

The OFI reserves the right to monitor the contents and usage of the email system to support operational, maintenance, auditing, compliance (including compliance with employee policies), security and investigative activities and for other legitimate business purposes. Accordingly, you should use email with the knowledge that the OFI may from time to time examine the content of email communications and monitor your use of email.

Opening mailboxes for investigation requires authorisation by your Manager on a case by case basis. The OFI may then search your mailbox, hard disk, network drive and relevant backups. Where a problem is found to exist following an investigation, it will be reported to the sender, the employee concerned, and the CEO. Where the problem relates to material such as virus, which can damage the network, the OFI may immediately close down an account pending further investigation and action.

Email monitoring may be installed to protect the OFI's systems including to:-

- Check mail messages for viruses and clean them before they enter the mail system.
- Filter out offensive language.

### **Internet**

The Internet enables users to obtain information specific to their role and enables two way communication with sites appropriate to that role. The risks to the OFI of the misuse of the Internet can be as great as with email and hence the need for strict rules.

#### ***Internet Rules***

- (a) The OFI's Internet connections are intended for activities that either support the OFI's business or the professional development of employees. As with email, a low

level of personal Internet use is tolerated, but this must be in your own time and must not interfere with the OFI's business or cause any harm either to the OFI or to the OFI's facilities.

- (b) You must not deliberately perform acts which waste your own and your colleague's time or computer resources. These acts include:
  - (i) Playing games, online gambling, shopping etc;
  - (ii) Online non-business related chat groups;
  - (iii) Uploading/Downloading large unofficial files which create unnecessary non-business related loads on network traffic;
  - (iv) Accessing streaming audio/video files, for example, listening to music or watching movie clips;
  - (v) Forwarding non-business related audio/video files to other employees or other persons;
  - (vi) Sending unofficial attachments.
  - (vii) Accessing, storing or distributing images, 'video' or graphics which do not relate directly to the business.
  - (viii) Sending or circulating any defamatory information.
  - (ix) Sending or circulating any data protected by General Data Protection legislation.
  - (x) Negligent Virus Transmission.
  - (xi) Connecting any equipment to our network without permission.
  - (xii) Taking copies of our software or bringing illegal software into the workplace.
  - (xiii) Making personal use of any blog or social networking forum unless you are acting on our behalf as part of your role with us.
  - (xiv) Attempting to gain unauthorised access to any computer system
- (c) Material should not be downloaded from services that have to be paid for without appropriate authorisation. Any such material must be directly related to the business activities of the OFI.

- (d) Mailing lists and newsgroups are useful for keeping abreast of developments in an employee's particular professional field of interest. Mailing lists and newsgroups may be used for the OFI's business only. The guidelines as set out herein in respect of email usage and Internet browsing also apply to these media. Should members of a mailing list or newsgroup be in breach of these guidelines, employees must immediately remove themselves from the service concerned.
- (e) To access, download or send any indecent, obscene, pornographic, sexist, racist, defamatory or other inappropriate materials or the circulation of such materials will be a dismissal offence. There is the potential for criminal liability arising from such activity under the Child Trafficking and Pornography Act, 1998 and the Gardai or other appropriate authority may be informed as appropriate.
- (f) Employees should not place comment on Internet chat rooms, except where these relate to their work and should only do so where permission has been granted by the CEO. These facilities may be used solely and strictly in the course of an employee's work. Use of any offensive, intemperate or otherwise unacceptable language is strictly forbidden and will be regarded as a serious breach for this policy.
- (g) Employees may have access social media accounts, where these relate to their work. These facilities may be used solely and strictly in the course of an employee's work. Use of any offensive, intemperate or otherwise unacceptable language is strictly forbidden and will be regarded as a serious breach for this policy.
- (h) Employees may not download copyrighted software, audio or visual files or any other copyrighted material from the Internet. Any such material discovered will be deleted without prior notification.
- (i) Employees must not trade on any internet site such as, but not limited to, ebay / amazon etc. Trading includes selling, buying and exchanging goods and/or services. Use of the Internet by employees for such purposes is an example of serious misconduct and will result in appropriate disciplinary action up to and including dismissal.
- (j) Employees must not access or use gambling internet sites. The use of the internet for such purposes is regarded as disciplinary offence and will result in appropriate disciplinary action up to and including dismissal.
- (k) Employees may only access the Internet through a computer attached to the employer's network and must do so through an approved Internet firewall or other security device provided for by the OFI.

### ***Internet Monitoring***

The OFI employs software to monitor the use of web browsing facilities. A record of Internet sites visited by any employee through any of the OFI's connections or any of the OFI's computers may be

kept and used by the OFI at its discretion. Access to pornographic sites is absolutely forbidden and may result in the employee being in serious breach of this policy and the law. The OFI will fully co-operate with the relevant authorities in investigating and prosecuting any such illegal access.

Employees may not download copyrighted software, audio or video files or any other copyrighted material from the internet. Any such material discovered will be deleted without prior notification.

Use of the Internet is subject to monitoring:

- to support operational, maintenance, auditing and investigative activities;
- for legitimate business purposes;
- to verify this policy is being complied with;
- in the course of an investigation;
- for security and/or network management reasons.

Monitoring includes, but is not limited, to, electronic scanning for source and destination addresses. The distribution of any information through the Internet is subject to the scrutiny of the OFI. The OFI reserves the right to determine the suitability of this information.

### **General Principles re Internet and Email**

In addition to the foregoing, the Internet and email should not be used:

- For personal gain or profit;
- To represent yourself as someone else;
- To post or download messages that contain political views;
- To advertise or otherwise support unauthorised or illegal activities;
- To provide lists or information about the OFI's employees or the employees of any related organisation to others and/or to send classified information without approval.

### ***Infringement/Breach of Internet and Email Rules***

Any breaches of these rules will be treated seriously and will result in appropriate disciplinary action up to and including dismissal. Employees should refer to the Disciplinary and Grievance policy. Employees must immediately report violations or suspected violations of these rules to their Manager.

### **Mobile Phones**

As with all property provided by the OFI, mobile phones are for the sole purpose of improving business communication and efficiency within the OFI. Employees are responsible for its safe keeping and proper use to ensure that it is not lost, damaged or stolen and kept in a safe place at all times and not left in a vehicle.

The provision of an organisation mobile phone is at all times entirely at the Olympic Federation of Ireland's discretion.

When an OFI mobile phone is issued there are certain provision attached to its use:

- The OFI reserves the right to monitor mobile phone bills and encourages all users to keep the length of calls and personal calls to a minimum
- The OFI reserves the right to monitor related Mobile Phone bills and to put a ceiling on the running costs of each mobile appropriate to its business use and to recoup the excess over this ceiling from the employee
- The use of mobile phones to make calls or send text messages whilst driving is prohibited, including drivers of OFI vehicles.
- If there is an accident and the driver is using a mobile phone. The OFI will not accept responsibility for any fines, penalty points, disqualification or imprisonment incurred as a result of using a mobile phone whilst driving
- The OFI reserves the right to charge the cost for repair or replacement, to the employee responsible

Unauthorised use or abuse of the OFI's mobile phone or any infringement of this Policy will be regarded as a disciplinary offence, and the OFI's disciplinary procedure will be invoked.

### **Breaches of Policy**

Primary responsibility for the implementation of this policy rests with each individual. Staff who willfully or knowingly violate or abuse the provisions of this policy will be subject to disciplinary action. Breaches in the first place will be a matter for the CEO with appropriate disciplinary action being determined in accordance with best practice. It should also be noted that breaches of the law can on notification be dealt with by *An Garda Síochána*.

### **Telephone System and Photocopiers**

You may use for:

- Communication in connection with the OFI's business or in cases of emergency.
- Receiving limited personal calls only in cases of emergency.

You may not use for:

- Giving personal calls priority above business calls

- Making personal international calls
- Making calls to chat lines, premium rate numbers or any similar service
- Photocopying high volumes

All business systems are the property of the OFI and any material on these systems are not to be considered as private. The OFI has access to and reserves the right to retrieve and review information on any system, including any information that might be protected by a password. Erased or deleted material will also remain available for retrieval and renewal by the OFI.

In serious cases, where an individual has been found to have used equipment or systems for illegal or immoral purposes (in particular the storage, production, receipt or distribution of illicit material whether inside or outside the OFI), this will be considered as gross misconduct. Social Media

Full details on the OFI policy in this area can be found in the OFI Social Media policy (see Appendix X), which takes precedence to this summary being provided for information purposes.

### **Social Media**

Social media is changing the way we work, offering a new model to engage with stakeholders, colleagues, and the world at large. We believe this kind of interaction can help us to build stronger, more successful business relationships. Participation in social media on behalf of Olympic Federation of Ireland is not a right but an opportunity, so please treat it seriously and with respect. Only those people authorised by the CEO may represent the Olympic Federation of Ireland on Social media. If you are not authorised to represent the Olympic Federation of Ireland on Social Media, and do so, or give the impression that you are doing so, this will represent a disciplinary issue.

As employees of the Olympic Federation of Ireland, please also be aware that you have a duty to ensure that personal social media interaction must uphold the values of the Governance Code principles of the OFI at all times, while also making it clear, where appropriate, that postings are made in a personal capacity and don't necessarily represent the Olympic Federation of Ireland's positions, strategies, or opinions.

## General Statement of Health & Safety IN OFI

### Managing Safety in the Workplace

In accordance with the Safety, Health & Welfare at Work Act 2005 the Organisation is committed to developing, implementing and maintaining a safe and health working environment. The Organisation recognises that the health & safety of our employees is of paramount importance both in social and economic terms.

### Employee Responsibility for Health & Safety

It is your responsibility to help create and maintain an environment where an accident cannot happen. Whatever job you do, you have a duty to co-operate in ensuring that the workplace is safe for everyone who might be affected by your actions and to take reasonable care not to do anything which might endanger either yourself or others.

- Report anything that seems dangerous, damaged or faulty immediately.
- All safety notices and instructions must be strictly observed and you must always use any protective equipment provided to meet statutory obligations.
- If you are injured during the course of your work, become unwell, are involved in or become aware of situations that are potentially unsafe, you must inform the CEO at the earliest opportunity. Where an illness is considered to be infectious or contagious you must refrain from attending work until your medical advisor/GP considers you are safe to return to work.
- All accidents, regardless of the severity of injury, occurring at work must be reported to the CEO and/or a nominated First Aider immediately, and recorded by follow up email, detailing the event as it occurred, to the CEO.
- Fire fighting equipment is situated throughout the OFI's premises.
- In case of fire, you should vacate the building immediately.
- You should make yourself aware of the emergency exits which are identified throughout the premises.
- In the event of finding any unfamiliar object which is suspect and gives cause for concern, do not touch but report it immediately to the CEO and your colleagues; if the object is considered dangerous then evacuation of the building will occur.
- Particular care should be taken when entering or leaving the OFI's premises to ensure unauthorised persons do not access the building.
- It is the responsibility of each employee to ensure that the highest standards of personal hygiene are maintained at all times. Employees are obliged to keep their area of work neat and in an orderly fashion at all times.
- No employee should operate any machinery unless trained and permitted to do so.

### **Safe System of work**

Safety regulation should be respected at all times by all staff. This ensures all processes and work activities are carried out safely.

Employees found in breach of the Organisations Health & Safety Policy or demonstrate disregard to their own health & safety or towards others will be subject to disciplinary action up to and including dismissal.

### **Fire and Emergency Drills**

Fire drills are held regularly. Please treat fire drills very seriously as they are for your benefit and may save lives, property and jobs. As soon as you hear the fire alarm, please leave your desk and leave the building by the emergency exit routes.

### **Smoking / Vaping Policy**

In accordance with law, it is the policy of OFI, that all of its workplaces are smoke free. Smoking and Vaping is prohibited throughout the workplace with no exceptions. This policy applies to all employees, consultants, contractors, customers and visitors.

Infringements by staff will be dealt with, in the first instance, under employee disciplinary procedures. Employees, consultants, contractors, customers and visitors who contravene the law prohibiting smoking in the workplace are also liable to prosecution.

### ***Smoking Cessation***

Information on how to obtain help in quitting smoking is available from the National Smokers' Quitline or the Health Promotion department of Local Health Boards.

## Data Protection, Confidentiality & Copyright

### Data Protection

This organisation is committed to fulfilling its obligations under the Data Protection Act 1988-2003 and applicable GDPR regulations set out under the Data Protection Act 2018 in respect of all personal data held both in manual records and on computer systems. Personal data means data relating to a living individual. Accordingly, you consent to the holding, use and processing of personal data relating to you whether in hard copy or electronic format. You have reasonable access to your data, if requested, with adequate notice.

In addition, you must not access, process or disclose any personal data other than that appropriate in the normal course of your duties. You must also take proper care to guard against unauthorised access to, alteration, accidental loss, disclosure or destruction of data maintained by this organisation.

### Inventions and Copyright

- If at any time during your employment you make an invention relating either directly or indirectly to the business of the OFI, whether alone or with any other person, you must promptly disclose the full details including drawings and models of any invention to the OFI to enable us to determine whether the invention is owned by you or the OFI.
- If the invention is owned by the Olympic Federation of Ireland you may hold it in trust for the OFI and at the request and expense of the OFI, do all things necessary or desirable to enable the OFI or its nominee to obtain for itself the full benefit of and to secure patent or other appropriate forms of protection for the invention throughout the world
- Decisions about patenting and exploitation of any organisation invention will be at the discretion of the OFI.

### Confidentiality Agreement

This is an Agreement between The Olympic Federation of Ireland, with its principle offices located at Olympic House, Harbour Road, Howth, Co. Dublin. D13 XK75, Ireland.

And by \_\_\_\_\_, an individual residing at:

\_\_\_\_\_.

The Olympic Federation of Ireland is a sports organisation mandated to represent the International Olympic Committee in Ireland. The individual wishes to obtain gainful employment with the OFI. During the period of training throughout continued employment with the OFI, the individual will have access to certain confidential information, regarding members of the OFI, etc.

Any information relating to members of the organisation, athletes, coaches, families or volunteers, which employees may become aware of in the course of their work, is to be treated as confidential both during and after employment. Breach of confidentiality will be deemed to be a serious offence and may become the subject of disciplinary action, up to and including dismissal.

You should note that you should not make written or verbal communications relating to the organisation, with persons outside the organisation, in particular persons in the media, or address any group on matters pertaining to your work, or on the operations of the organisation, without obtaining prior approval of the CEO.

You may not publish material or information, in any manner or fashion, relating to your work or to the OFI that has come in to your possession without the prior approval of the CEO.

The above conditions apply during the term of this employment and thereafter. The OFI views these conditions as important and any breach of them may result in disciplinary action, up to and including dismissal.

**EMPLOYEE:**

**Olympic Federation of Ireland:**

\_\_\_\_\_

By \_\_\_\_\_

Employee Name (Please print)

\_\_\_\_\_

\_\_\_\_\_

Employee's Signature

Title

\_\_\_\_\_

\_\_\_\_\_

Date

Date

## Employee Handbook Acknowledgement Form

I understand that the purpose of this Employee Handbook is to inform me of the Olympic Federation of Ireland's (hereafter known as 'the Organisation') policies and procedures and that this Employee Handbook forms part of my Contract of Employment. If the terms and conditions of employment and the Employee Handbook conflict, the terms contained within the contract of employment shall prevail.

Furthermore I confirm that, it is my obligation to read and understand all contents of this handbook and related OFI policies. I also acknowledge that I must seek clarification from the CEO on any issues outlined in the Employee Handbook which I am not clear about.

*Print Name:* \_\_\_\_\_

*Signed:* \_\_\_\_\_

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

## Conclusion

This handbook forms part of your terms and conditions of employment and should be kept safe for future reference. Remember, if you require any further information or clarification on any point contained in the handbook please raise this as soon as possible with the CEO.

We welcome your feedback on any topic or any ideas you may have to help our business be more successful. We recognise that each employee is an individual, but we also encourage co-operation and teamwork to ensure everyone works together for the benefit of the OFI and its employees. We hope you find working with the Olympic Federation of Ireland a rewarding and enjoyable association and wish you every success in your role.

## **Appendix - Procedure for Handling Complaints as a Protected Disclosure**

On receipt of information of wrongdoing or malpractice, the information is passed as soon as is reasonably possible, to the appropriate designated investigating officer as follows:

- Complaints of wrongdoing or malpractice will be investigated by the appropriate CEO unless the complaint is against the CEO or is in any way related to the actions of the CEO. In such cases, the complaint should be passed to the President;
- In the case of a complaint, which is any way connected with but not against the Manager, the Chief Executive will nominate a senior manager to act as the alternative investigating officer;
- The complainant has the right to bypass the line management structure and take their complaint direct to the President .
- The President has the right to refer the complaint back to management if he or she feels that the management without any conflict of interest can more appropriately investigate the complaint.

If there is evidence of criminal activity or child welfare issues, then the investigating officer should inform the Garda Síochana or any other appropriate Statutory Authority. We will ensure that any internal investigation does not hinder a formal Garda Síochana investigation or that of any other appropriate Statutory Authority.

### ***Timescales***

Due to the varied nature of these sorts of complaints, which may involve internal investigators and/or the Garda Síochana, it is not possible to lay down precise timescales for such investigations. The investigating officer should ensure that the investigations are undertaken as quickly as possible without affecting the quality and depth of those investigations.

The investigating officer, should as soon as practically possible, send a written acknowledgement of the concern to the complainant and thereafter report back to them in writing the outcome of the investigation and on the action that is proposed. If the investigation is a prolonged one, the investigating officer should keep the complainant informed, in writing, as to the progress of the investigation and as to when it is likely to be concluded.

All responses to the complainant should be in writing and sent to their home address.

### ***Investigation***

The investigating officer should follow these steps:

1. Set out a Terms of Reference for completion of their investigation.
2. Full details and clarifications of the protected disclosure should be obtained.

3. The investigating officer should inform the member of staff against whom the allegation of wrongdoing is made as soon as is practically possible.
4. The member of staff will be informed of their right to be accompanied by a work colleague of their choice at any future interview or hearing held under the provision of these procedures.
5. Investigating officer should consider the involvement of a third-party facilitator, the OFI's auditors and/or the Garda Síochána if appropriate in the circumstances, at this stage and should consult with the Chief Executive and/or President as appropriate.
6. The allegations should be fully investigated by the investigating officer with the assistance where appropriate, of other individuals or bodies.
7. An investigation into the disclosure will be carried out by the investigating officer.
8. This investigation will be detailed in a written report containing the findings of the investigations and reasons for the findings and may make recommendations where appropriate.
9. The report will be passed to the Chief Executive and/or President as appropriate.
10. The Chief Executive and/or President will decide what action to take. If the complaint is shown to be justified, then they will invoke the disciplinary or other appropriate procedures.
11. The complainant should be kept informed of the progress of the investigations and, if appropriate, of the final outcome. If appropriate, a copy of the outcomes will be passed to the OFI auditors or a third-party facilitator to enable a review of the procedures.
12. The complainant is not satisfied that their concern is being properly dealt with by the investigating officer, they have the right to raise it in confidence with the Chief Executive and/or President or one of the designated persons described above.

Where the investigation finds the allegations unsubstantiated and all internal procedures have been exhausted, but the complainant is not satisfied with the outcome of the investigation, the OFI recognises the lawful rights of employees and ex-employees to make disclosures to prescribed persons or, where justified, elsewhere. The Minister for Public Expenditure and Reform may prescribe a wide list of "prescribed persons" (e.g. a regulatory body) whose roles and responsibilities are defined by law and are, in his opinion, appropriate to receive and investigate matters arising from disclosures relating to any of the wrongdoings in relation to which a disclosure may be made. The following description provides a summary of this policy but the actual policy, which is available to all employees, takes precedence.

We recognise that there may be occasions when employees have genuine concerns about the actions of their colleagues, immediate Manager(s) or CEO or the operating organisation within which they work. The purpose of this Policy is to provide a framework for individuals to raise such concerns without fear of adverse repercussion.

Employees should invoke the Whistle-blowing Policy where they have genuine concerns about any of the following:

- abuse of position or authority;
- abuse or actions contrary to local business regulations (e.g. clocking in colleagues);

- endangering health and safety;
- damage to the environment;
- any mis-representation of the true state of affairs of the Organisation (including any financial irregularity, fraud, theft, corruption or bribery);
- a criminal offence;
- failure to comply with any legal obligation;
- a miscarriage of justice, or;
- the deliberate concealment of any of the above.

### ***Procedure***

1. Where an employee has a genuine concern about any of the above, the issue should normally be raised with the CEO if appropriate.  
If the employee feels unable to do so, the concern should be raised with the President of the organisation.
2. The issue will be investigated as quickly as possible and the outcome communicated to the employee.

### ***Confidentiality/Anonymity***

Any concern raised under this Policy will be treated in confidence as far as is possible, subject to the need to ensure a full investigation of the issue.

A complainant may wish to remain anonymous and the Olympic Federation of Ireland will ensure the individual's anonymity wherever possible and as far as is reasonably practicable.

Ultimately, however, the Olympic Federation of Ireland reserves the right to investigate any complaint raised under this Policy in the most appropriate manner to ensure that all aspects are fully and rigorously followed up. Where circumstances arise which mean that a full and thorough investigation cannot be conducted without revealing the identity of the complainant, this will be discussed with the individual concerned prior to any further action being taken.

### ***Disciplinary Action***

Where an investigation confirms that there has been wrongdoing/malpractice, appropriate action will be taken which may include disciplinary action up to summary dismissal and/or reporting the matter to the police/other statutory bodies.

The objective of the Protected Disclosures Policy is to provide a process to encourage individuals to raise genuine concerns. It may be, however, that the complainant has him/herself been involved in wrongdoing. In such a situation, he/she would have to answer for his/her actions and should not expect immunity from disciplinary/criminal proceedings. In such circumstances, however, the fact that he/she raised the concern would be taken into account.

Where it is found that an employee has abused the Whistle-blowing Policy and has made a deliberately false or malicious allegation, he/she may be liable to disciplinary action, which may result in dismissal.

***Protection***

The Olympic Federation of Ireland will take all reasonable steps to ensure that any employee who raises a concern under this Policy is not victimised or suffers any detriment.

Should an employee believe that they have been victimised or suffered a detriment or believe that their complaint has not been fully investigated, they should immediately contact the CEO, or the President if they feel unable to do so.

**END**