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Employment Policy

Policy Statement

The policy of Sue Ryder Foundation Ireland (CLG) is to recognise the importance of recruiting employees with the necessary experience, skills and commitment to undertake the work of our organisation. This employment policy includes paid employees. We note that we do also have volunteers that do great work within Sue Ryder and together in any unit that volunteers work they are treated as part of the operational team as volunteers, an important part of our team supporting the work for employees, customers and clients.

It is the policy of Sue Ryder Foundation Ireland to believe that all employee within the organisation should be supported to do their jobs properly and realise their potential in the workplace through adequate induction, training, supervision, support and pay.

It is the policy of Sue Ryder to resolve problems as quickly and smoothly as possible if things go wrong.

Our employees make up the majority part of our people team; our overall team is our most important asset.

Procedures

1.1 Scope

Any employees directly employed by Sue Ryder Ireland

This policy recognises that people on employment schemes e.g. Tús, C.E., Internship, etc. are employed to work in Sue Ryder Ireland. These people are subject to this employment policy except in the areas of pay/expenses and leave which would be dealt with by their particular scheme that Sue Ryder is collaborating with for a defined period of time.

1.2 Non Scope

Board, external contractors, and people who do unpaid/voluntary work for us.

2. Recruitment

If a post becomes vacant or a new post is created, we create a job description that accurately describes the nature of the current job opening. We may also draft a person specification that outlines the qualifications, experience, aptitudes, personal attributes and personal circumstances of ideal candidates. We advertise using a range of sources, usually in the local area and nationally as

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applicable including online. Interested people are invited to submit their curriculum vitae to apply for any post. The relevant manager of this position coordinates the shortlisting process. They, together with at least one other person, holds interviews with shortlisted candidates. Referee details are sought from the shortlisted candidates. Both verbal and written references are requested regarding the final candidate prior to an offer of employment being extended. Garda vetting is also completed with employees as applicable based on position. Unsuccessful applicants are always informed of the outcome of their job application.

3. Commencing Work

All new workers go through an induction and training process in which they are introduced both to the organisation, their job and the expected code of conduct (punctuality, dress code, confidentiality and communication requirements, etc). All workers are provided with a written statement of terms and conditions (contract) within one month of starting work; this includes details of the organisation's disciplinary and grievance procedures. All employees are required to complete a medical form relating to their fitness for work and tasks and as part of our health and safety at work proactive environment of support. The first six months of the contract are probationary, during which the employee's performance will be assessed. Prior to the end of this period, the appointment will either be confirmed at the six month stage or their initial probation period review will give then feedback to address any challenges arising in advance of this period expiring to allow for improvements to take place if applicable and relevant. As individual situations arise, each new starter experience is dealt with on a case by case scenario within our employment policy and it's guidelines.

4. Working Time and Leave

Sue Ryder Ireland as an employer strives to remain in compliance with all relevant legislation. If any part of this document is contrary to current legislation, the legislation will take precedence, always ensuring we operate within current time requirements and legislative changes.

4.1 Recording Time Worked/Not Worked

Working hours vary for different employees and are discussed during interviews and included in employee contracts. No formal flexi-time system operates although occasional flexible working may be sanctioned at the discretion of the Manager, if this does not interfere with the requirements of the job. All employees are required to record hours worked and request any leave taken on standard forms provided internally.

4.2 Annual Leave

Annual leave entitlements vary for different employees based on actual hours worked and are discussed verbally and included in contracts. Employees are required to take some annual leave days during the months of July, August and December (between Christmas and New Year) for time off to be utilised annually by each employee and during times of low business levels. Requests for annual

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leave must be approved by the manager in advance of time away from regular work schedule been taken. Carrying over days from one annual leave year to the next may is avoided and not a standard practice, it can only be done in exceptional circumstances with an employee request and with prior approval of the local unit manager and a senior manager together.

4.3 Sick Leave

All employees are entitled to national sick leave and pay entitlements. In addition, sick leave and sick pay entitlements are more that the statutory minimum. This is reflected in employment contracts. If an employee cannot report for work due to illness, s/he must inform the Manager at the earliest opportunity of up to 2 hours in advance of start time but no later than 9 am on the first day of absence (or in the case of the Manager, s/he must inform the Chief Executive Officer). If an employee is absent for more than two consecutive days, s/he must provide a medical certificate for the third and subsequent days outlining the nature of the illness and the expected date of return to work. It is the responsibility of the employee and manager to maintain contact during sick leave.

4.4 Other leave

Employees can take the following types of leave in line with current legal entitlement:

- adoption leave
- carer's leave
- force majeure leave
- jury leave
- maternity leave
- parental leave

Applications for discretionary types of leave, such as study leave and compassionate leave, are considered on a case-by-case basis, taking account of all relevant information and our current internal policies regarding same.

5. Pay and Expenses

Salary rates are set by the Board of Directors with reference to comparable rates in the relevant sector. No overtime is paid routinely as an option or opportunity however any pre-approved hours worked are paid. Any overtime must be agreed in advance. Any extra hours accrued must be taken back as time-off-in-lieu as the first option with reduced hours another week to ensure the foundation can manage it's expenses and that employees are given their rest periods. Any time in lieu is subject to the following:

- Approval from line Manager in advance of extra hours worked.
- Hours taken within the current or following week or failing this within a month.
- Accrued hours must not exceed 12 at any time without senior management approval.

All wages and agreed travel expenses are paid through the payroll office, with deductions made for PAYE and PRSI contributions as applicable. A facility is also offered for employees to pay into a Personal Retirement Savings Account through the payroll. Any vouched out-of-pocket expenses incurred during the course of employment are paid through the petty cash system via your manager.

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All petty cash claims must be for a pre-approved purchase by the employee's manager in advance of the purchase receipt date.

6. Working Effectively

The manager provides day-to-day supervision and support to all employees. In addition, they aim to hold regular one-to-one supervision and support meetings with all employees as applicable. It is the long-term plan of the organisation to provide a system of annual performance review for all staff members. Our goal is to foster positive relations in the team: amongst employees, between the manager and the rest of the team including volunteers, and between the Board of Directors and the staff. Our regular team meetings play a particularly important role in terms of team development and information sharing. Wherever feasible, the manager, senior management and the Board will consult with employees on matters that affect them and as appropriate and relevant.

7. Training and Development

In addition to the initial training that takes part during the induction process, further relevant training is provided for staff on an ongoing basis. Training for any employee which is not free of charge and requested outside of the workplace must be sanctioned in advance by the senior management and the board of directors. Employees are required, where appropriate, to share their learning from any internal and external training courses at team meetings and with colleagues.

8. Dealing with problems

8.1 Bullying and harassment procedure

In relation to bullying and harassment procedure please our Dignity at Work policy upon commencement of employment. In addition, the company has an obligation within statutory legislation to ensure a workplace free of bullying and harassment.

8.2 Disciplinary Procedure

This is laid out in employment contracts.

8.3 Grievance Procedure

This is laid out in employment contracts.

9. When Employees Leave Employment

Our employee's may leave the organisation for a variety of reasons including retirement, relocation, job change, career change, redundancy and/or changes in their personal circumstances. Whatever the reason, we request notification of leaving as mutual respect for all team it impacts operationally

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and upon notification of this we will ensure that all administration relating to an employee's departure is completed in a professional manner.

End Note

*This employment policy was created and reviewed in October 2023. The next review is scheduled for final quarter 2025.