

# Human Resources



- Recruitment and Selection
- Qualifications
- Garda Vetting and References
- Roles and Responsibilities
- Employment Contract
- Wages
- Equal Opportunities
- Induction
- Volunteers/Students
- Staff Absences
- Time Keeping
- Working Hours and Breaks
- Staff Handbook
- Staff Support and Supervision
- Performance Appraisal
- Training and Development
- Code of Behaviour
- Respect and Dignity at Work
- Stress in the Workplace
- Discipline Procedures
- Grievance Procedures
- Bullying and Sexual Harassment
- Jury Service
- Trade Union Membership
- Travel and Subsistence
- Leave
  - Sick Leave
  - Annual Leave
  - Maternity Leave

- Adoptive Leave
- Compassionate Leave
- Force Majeure Leave
- Parental Leave
- Career Breaks
- Public Holidays
- Medical Appointments
- Smoke Free Workplace
- Misuse of Substance
- Cleaning Responsibilities
- Record Keeping Responsibilities
- Staff Communication
- Conflict of Interest
- Dress Code, Appearance
- ICT Usage
- Health and Safety at Work
- Employees Property
- Employers Property
- Use of Company Vehicles for Work
- Termination of Employment
- Redundancy
- Resignation
- Retirement