



Irish Cement Family Friendly Policy Handbook



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Dear employee,

I would like to introduce you to our Irish Cement Family Friendly Policy Handbook. This booklet contains our existing policies which we have updated in line with current Irish legislation.

As part of this new booklet, I am delighted to introduce the following enhanced policies and benefits.

- Increased Paternity Leave
- Increased Benefits under Maternity Leave
- Paid leave for Fertility Treatments
- Menopause Policy and Supports

At Irish Cement we understand the importance of inclusion, it is more than just a tick box exercise for us. We are committed to ensuring our workplace is as inclusive as possible because the safety and wellbeing of our people is our first priority.

We recognise that our employees have obligations outside of work surrounding their family life and wellbeing, and we believe that achieving a positive work life balance is important. We hope that these improved policies and enhanced benefits will assist with family and caring commitments, whilst maintaining productivity at work. At Irish Cement, we appreciate our employee's commitment and dedication, and we hope that this booklet conveys how valued each person is to our business. Overtime, we will continue to revise our family friendly policies, to reflect the needs our employees, and take into consideration any new employment laws and regulations.



Nicola O'Malley
HR Director
Irish Cement Ltd

Fertility Leave Policy

Purpose

Irish Cement is mindful that for anyone undergoing fertility treatment, that this can be a physically and emotionally demanding time where help and support can make the difference.

Scope

This policy covers all part-time and full-time employees of Irish Cement with 12 months continuous service.

Entitlements and Conditions

Undergoing fertility treatment can be a stressful time while also physically challenging and requiring flexibility. We recognise that individual experiences may differ, with some people preferring to rest without any distractions, while others being able to continue with their day-to-day activities is their preference. Where feasible, the organisation would consider several options to support you while you undergo treatment.

- Up to [5] paid fertility treatment leave days either as a block or at critical stages of the treatment process in a 12-month period. The Company will facilitate this twice in an employee's lifetime. This will apply to employees undergoing fertility treatment only.
- The Company will provide 2 paid days fertility leave for spouses/partners as a block or at critical stages of the treatment process in a 12-month period, the Company will facilitate this twice in an employee's lifetime.

If additional time off is required (for further cycles) then alternative leave arrangements should be agreed where appropriate with your line manager to include annual leave or unpaid leave.

Partner/Intended Parent

If you are the partner/intended parent of someone having fertility treatment, it is likely you will want to be there for more critical appointments to support them during this time outside of the 5 days paid fertility leave. We advise you to talk to your line manager about any time off or flexibility you may need.

Attending Medical Appointments

Under the sick leave policy Irish Cement provides for:

- Time off to attend clinical appointments for both partners, where the medical appointment cannot be scheduled outside working hours.
- Where medical procedures are required or where an employee is experiencing any ill effects from fertility treatments, the sick leave policy applies once medically certified. For example, typically a full day's leave is required for egg retrieval and implantation due to the nature of these treatments and the requirement for sedation. If this is the case, then this is treated as sick leave as per the sick leave policy once medically certified.

Applying for Fertility Leave

Employees are encouraged to speak to their line manager or HR so that support as available can be offered. Any such conversations will be treated with confidentiality and discretion.

Where time off is requested for the purposes of undergoing fertility treatment, employees are requested to give as much notice as possible (minimum 2 weeks) in the circumstances and advise their line manager as to the duration of their absence due to treatment. Medical evidence is required to avail of Fertility Treatment Leave.

- The employee informs their line manager in writing of the pending fertility treatment leave within two weeks of the appointment or as soon as is practicable.
- The employee submits the approved Fertility Leave form to HR using an Application Fertility Leave Form.
- HR will validate the leave application and communicate directly with the employee, following receipt of the form.

Fertility Treatment Outcomes

Where the treatment is successful the employee will be covered by the Maternity Leave policy following egg implantation.

Sadly, treatment is not always successful, and the organisation has supports in place for the employee at this challenging time.

- Force Majeure leave for partners who may be needed for support during this time. Force Majeure leave allows for up to 3 days paid leave in 12 consecutive months or up to 5 days in 36 consecutive months.
- Certified sick leave — where the employee's doctor recommends a brief period of certified sick leave, this is covered under our sick leave policy.
- Employee Assistance Programme — Irish Cement provides an Employee Assistance Programme by VHI and offers a free and confidential service to all employees. This includes a free and confidential counselling service which can be of support to employees during this time.

Annual Leave and Public Holidays

While on Fertility Leave employees retain the right to accrue annual leave and public holidays as if the employee had not been absent from work.

Abuse of Fertility Leave

Where the Company has reasonable grounds for believing that an employee who is on Fertility leave is not using the leave for the purpose for which it is intended, the Company may, in writing, terminate the leave stating the grounds for terminating the leave and will specify the day by which the employee must return to work. If, following an investigation, an employee is found to have abused this leave, they may be subject to disciplinary action, up to and including dismissal.

Maternity Leave Policy

All employees who are pregnant, who have recently given birth, or who are breastfeeding up to the 104th week after the date of confinement are covered by the Maternity Protection Acts 1994 and 2004. In certain circumstances, male employees are also covered by this piece of legislation.

This policy informs all employees covered by the Acts of their rights and entitlements while in the employment of the organisation. All full-time and part-time employees are covered by this policy.

Entitlements and Conditions

Under our maternity leave policy, you have the following entitlements:

- you are entitled to 26 consecutive weeks maternity leave, of which at least two weeks must be taken before the expected date of the birth and at least four weeks taken after the date of the birth of your child.
- you must give the organisation at least four weeks written notice of your intention to take maternity leave and forward a medical certificate confirming your pregnancy and specifying the expected date of the birth of your child. The organisation encourages you to inform your manager as soon as you are aware you are pregnant – this enables the organisation to ensure that the environment is safe and supportive of all your pregnancy requirements during this time.
- you must give the organisation, in writing, at least four weeks' notice of your intention to return to work.
- you are also entitled to take additional maternity leave of up to 16 weeks immediately after the end of your maternity leave.
- you must inform the organisation, in writing, of your intention to take additional maternity leave not later than four weeks before the end of the 26-week normal maternity leave period.
- if you are breastfeeding and are within 104 weeks after the birth of your child, you may be entitled to limited time off/breaks for breastfeeding purposes.

Ante-natal/Post-natal Medical Care

You are entitled to paid time off for medical appointments related to the pregnancy. Written notification must be given to your manager/HR with the date and time of the appointments at least two weeks in advance. You must be able to produce a certificate/ record that the visit took place.

The organisation requests that, where possible, the appointments are at the beginning or at the end of the working day. If the appointment finishes before the end of the working day, you must return to work.

Ante-natal Classes

Pregnant employees are entitled to paid time off work to attend one set of ante-natal classes (other than the last three classes). This is a once-off entitlement. An expectant father is entitled, on a once-off basis, to paid time off to attend the last two classes before the birth.

Written notification must be given to your manager/HR with the dates and times of each class at least two weeks before the first class.

Breastfeeding

If you are breastfeeding, you are entitled to a reduction in working hours of one hour per day or (where suitable facilities are available) a break of one hour per day to use the facilities provided in the workplace. The one-hour break may be split into shorter periods of time totalling one hour. Part-time employees will be entitled to a pro rata benefit.

The entitlement may be availed of for up to 104 weeks after the date of confinement, provided you inform your manager of your intention when you are advising the organisation of your intention to return to work. You will be paid during this time.

Annual Leave and Public Holiday Benefit

While on maternity leave and additional maternity leave you will retain your full entitlement to annual leave and public holiday benefit. You will be notified of the number of public holidays for which you are entitled to benefit and will agree with your manager when these paid days will be taken.

Any request for annual leave must be made as per the organisation's annual leave policy. Such requests will be treated in the same way as an annual leave application from any other employee, taking account of business and resourcing issues.

Health and Safety Leave

The organisation is obliged to assess any risk to an employee who is:

Pregnant, has recently given birth; or is breastfeeding.

Therefore, if you are pregnant, it is imperative that you inform your manager, so that the organisation can carry out a risk assessment as soon as possible. If a risk is identified and cannot be removed from the work process, then the organisation will take the following steps to ensure that you are no longer exposed to the risk:

- temporarily adjust your working conditions or working hours, to the extent needed to avoid the relevant risk.

if step (a) is not feasible, then

- you will be transferred to other work, or, in the case of night- workers, to day-work.

if step (b) is not feasible, then you will be given health and safety leave.

The organisation will pay for the first 21 calendar days of health and safety leave, thereafter a social welfare benefit may apply.

If you become aware that you are no longer vulnerable to the risk for which you have been granted health and safety leave, you are obliged to inform the organisation in writing of the fact, as early as reasonably practicable. Likewise, if a risk no longer exists, or if the organisation is in a position to offer suitable alternative work, the organisation will notify you in writing and the health and safety leave will expire seven days after receiving the notification to return to work.

Additional Maternity Leave and Sickness

You may request to terminate unpaid additional maternity leave in the event of a medically certified illness, thereby allowing you to transfer to the sick leave scheme. This is subject to approval by the organisation. Requests for termination of the additional maternity leave and acceptance of this by the organisation must be in writing.

Please note that if you choose to transfer to the sick leave scheme, then the remainder of the additional maternity leave cannot be taken at a later date following the period of sick leave.

Postponement of Maternity Leave

Maternity leave and/or additional maternity leave may be postponed in the event of the hospitalisation of your child, subject to the agreement of the organisation. To request this postponement, you must already have taken at least 14 weeks maternity leave, with not less than four of those weeks being after the date of confinement.

You should request the postponement of the leave in writing as soon as possible. This request should also include a letter of confirmation from the hospital.

Maternity Leave Policy (Continued)

Premature Birth

In the event of a premature birth the 26 weeks leave will be extended by an additional period of leave. This period of leave will commence at the end of the 26 weeks.

The additional period to be added will be the number of weeks from the baby's actual date of birth, up to two weeks before the expected date of confinement, which would have been the 37th week of the pregnancy.

Miscarriage

There is no entitlement to statutory maternity leave for a miscarriage occurring up to and including the 24th week of pregnancy. Any confinement occurring after the 24th week is covered.

Payment During Leave

During maternity leave and additional maternity leave, you will be deemed to be in employment and your employment rights, except for remuneration, are preserved as if you were present at work.

During maternity leave, employees who have the necessary PRSI contributions are entitled to maternity benefit from the Department of Social Protection. It is recommended that you apply at least six weeks before the start date of your maternity leave. Claims should be made on MB1 forms, which can be completed or requested online at www.welfare.ie. The organisation will complete the MB2 form (not earlier than 16 weeks before your baby is due). Where an employee has 12 months continuous service and has not availed of any other protected leave in the previous 12 months, the Company will contribute an additional amount to ensure that the employee's normal pay is maintained.

During the 16-week period of additional maternity leave, no payment is made by the Department of Social Protection or the Company.

Other Parent's Leave

Should the mother of an employee's child die during or after childbirth, the other parent would be entitled to the remainder of the mother's maternity leave and/or additional maternity leave. The employee must notify their manager on the first day of the leave of their intention to take the leave and the duration.

Employment Protection

An employee who is absent on maternity leave will be treated as if they had not been absent. At the end of your maternity leave, you will be entitled to return to your original job under terms and conditions no less favourable than those that would have applied if you had not been absent. However, you must give at least four weeks written notice of the return-to-work date.

Adoptive Leave Policy

This policy informs all employees covered by the Adoptive Leave Acts 1995 and 2005 and Family Leave and Miscellaneous Provisions Act 2021 of their rights and entitlements while in this employment.

This policy covers employees who are qualifying adopters while in the employment of the organisation. A qualified adopter is either the sole adopter, in the case of a parent who is adopting a child on their own and the nominated parent in the case of an adopting couple. All full-time and part-time employees are covered by this policy.

Entitlements

Under our adoptive leave policy, you have the following entitlements:

- you are entitled to 24 consecutive weeks adoptive leave, commencing from the date of placement of your child.
- you must give the organisation at least four weeks written notice of your intention to take adoptive leave and forward to the organisation any documentation confirming the adoption of your child and specifying the expected week of adoption.
- you must give the organisation at least four weeks written notice of your intention to return to work.
- you are also entitled to take additional adoptive leave of up to 16 weeks, commencing immediately after the end of the adoptive leave.
- you must inform the organisation in writing of your intention to take the 16 weeks additional leave not later than four weeks before the end of the 24-week adoptive leave period.
- in the case of a foreign adoption, all or part of the additional adoptive leave can be taken before the placement of your child; if you wish to avail of this option, you must inform the organisation in writing four weeks before the leave is due to begin.

Time Off to Attend Preparation Classes

Employees (both parents) are entitled to time off during working hours without loss of pay to attend preparation meetings and pre-adoption classes with social workers/Health Service Executive officials, which are held within the State, and are required as part of the pre-adoption process.

You must give written notification to your manager/HR department of the dates and times of the classes, or class, at least two weeks before the first class.

Annual Leave and Public Holiday Benefit

While on adoptive leave and additional adoptive leave, you will retain your full entitlement to annual leave and public holiday benefit. You will be notified of the number of public holidays for which you are entitled to benefit, and you will agree with your manager when these paid days will be taken.

Any request for annual leave must be made as per the organisation's annual leave policy. Such requests will be treated in the same way as an annual leave application from any other employee, taking account of business and resourcing issues.

Adoptive Leave Policy (Continued)

Additional Adoptive Leave and Sickness

You may request to terminate unpaid additional adoptive leave in the event of medically certified illness, thereby allowing you to transfer to the sick leave scheme. This is subject to approval by the organisation. Requests for termination of the additional adoptive leave and acceptance of this by the organisation must be in writing.

Please note that if you choose to transfer to the sick leave scheme, then the remainder of the additional adoptive leave cannot be taken at a later date following the period of sick leave.

Postponement of Adoptive Leave

Adoptive leave and/or additional adoptive leave may be postponed in the event of the hospitalisation of your child, subject to the agreement of the organisation.

You should request the postponement of the leave in writing as soon as possible. This request should also include a letter of confirmation from the hospital.

Payment During Leave

During adoptive leave and additional adoptive leave, you will be deemed to be in employment and your employment rights, with the exception of remuneration, are preserved as if you were present at work. During adoptive leave, employees who have the necessary PRSI contributions are entitled to Adoptive Benefit from the Department of Social Protection. It is recommended that you apply at least six weeks before the start date of your adoptive leave. Claims should be made on AB1 forms, which are available from the hospital, your doctor or social welfare offices. Employees will not get Adoptive Benefit for the full 24 weeks unless your adoptive leave begins on the date of placement. The Company will contribute an additional amount to ensure that the employee's normal pay is maintained, this only applies to employees with 12 months continuous service. During the 16-week period of additional adoptive leave, no payment is made by the Department of Social Protection or the Company.

Employment Protection

An employee on adoptive leave will be treated as if he or she were not absent from work. At the end of adoptive leave, you will be entitled to return to your original job under terms and conditions no less favourable than those which would have applied if you had not been absent. However, you must give at least four weeks written notice of your return-to-work date.

Adoptive Leave Notifications

Employees who are entitled to avail of leave under the Adoptive Leave Acts 1995 and 2005 and Family Leave and Miscellaneous Provisions Act 2021 must comply with certain notification procedures in order to be eligible for protection under the Acts. They are required to provide written notification of their intention to take adoptive leave and additional adoptive leave; to attend pre-adoption classes and preparation meetings; and of their intention to return to work. All protection and entitlements under the Acts are subject to satisfactory written notification.

Paternity Leave Policy

The Paternity Leave and Benefit Act 2016 commenced on 1 August 2016. The Act enables a "relevant parent" to take two weeks paternity leave which must commence within the first 26 weeks of the birth/adoption of a child. Subject to eligibility and notification criteria being met, paternity leave will apply to births/placements that take place on or after the 1 September 2016. During paternity leave, employees who have the necessary PRSI contributions and hold a Public Services Card are entitled to paternity benefit from the Department of Social Protection.

Purpose

Paternity leave is available to eligible members of staff to allow them time off from work around the birth or adoption of their child or the child of their spouse or partner.

Scope

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

Eligibility to Take Paternity Leave

Paternity leave is available to employees who are deemed to be the "relevant parent" of a child. Only one person who is a "relevant parent" in relation to a child can be entitled to paternity leave in respect of that child. There is no qualifying period for entitlement to paternity leave.

Under the Paternity Leave and Benefit Act 2016 a "relevant parent" is defined as:

- a** in the case of a child who is, or is to be, adopted the spouse, civil partner, or cohabitant, as the case may be, of the qualifying adopter of the child, or
- b** in any other case.
 - i** the father of the child,
 - ii** the spouse, civil partner, or cohabitant, as the case may be, of the mother of the child, or
 - iii** a parent of the child under section 5 of the Children and Family Relationships Act 2015 where the child is a donor-conceived child within the meaning of Part 2 of that Act.

Entitlements and Conditions

The following conditions apply to taking paternity leave.

- Subject to eligibility and notification criteria being met, paternity leave will apply to births/placements that take place on or after the 1 September 2016.
- An employee who is a relevant parent may avail of a continuous period of two weeks paternity leave. The leave entitlement must be taken as a block of two weeks and cannot be fragmented into smaller periods of leave.
- Paternity leave can begin at the time of the birth/adoption or within 26 weeks of the birth/placement of the child. The leave will commence on the date the relevant parent selects in their written notification. It should be noted that paternity leave cannot commence earlier than the date of birth or date of placement of the child and cannot commence later than 26 weeks after date of birth or the date of placement of the child.
- In the case of multiple births, or where two or more children are being adopted at the same time, only a single two-week block of paternity leave applies.
- Paternity leave must be used to assist in the provision of, care to the child or to provide support to the relevant adopting parent or mother of the child, as the case may be, or both.

Paternal Leave Policy (Continued)

Applying for Paternal Leave

Irish Cement must be notified, in writing, by the employee, at least 4 weeks before the employee intends to take the leave. A medical certificate confirming the date of expected date of birth/certificate confirming the expected day of placement must accompany this written notice. The request must specify the commencement date of the period of leave. Please see Paternal Leave application form in Appendix 4.

Early Confinement

Where the birth of the child occurs 4 or more weeks prematurely, the employee must notify Irish Cement of their intention to commence paternal leave in writing, within 7 days of the birth. In such circumstances, the employee will be deemed to have complied with the notification requirements of the Act.

Postponement of Paternal Leave Due to Late Birth/Postponed Adoption Placement

An employee who is a relevant parent may postpone a period of paternal 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 paternal leave will commence.

Postponement of Paternal Leave Due to Illness of the Relevant Parent

In the event that an employee becomes ill before a period of paternal leave has commenced, the period of leave may be postponed. Notification of a request to postpone the leave due to illness must be received by the organisation as soon as possible after becoming ill and must be accompanied by a medical certificate. The employee must follow up in writing confirming the request to postpone the leave as soon as is reasonably practicable but not later than the day on which the postponed leave begins. The leave may be postponed until such time as the relevant parent is no longer sick. The period of postponed leave must end not later than 28 weeks after the date of birth or day of placement. The employee must notify the company when they intend to take the postponed paternal leave not later than the day the employee commences the leave.

Postponement of Paternal Leave When the Child is Hospitalised

If the child is hospitalised, the employee may request in writing to postpone all or part of their paternal leave. Postponement of paternal leave in such circumstances is subject to approval by the organisation. The company will respond to the request for postponement as soon as practicably possible with a decision on the matter.

Where the company agrees to postpone the leave, the leave will be postponed with effect from a date agreed by both parties. The employee will return to work on a date agreed by the company and employee. The postponed leave, which must be taken in a continuous block not later than 7 days after the discharge of the child from hospital or such other date as may be agreed upon between the employee and the company. The employee must notify the company when they intend to take the postponed paternal leave not later than the day the employee commences the leave.

It is important to note that if the employee falls ill during the period of postponement of paternal leave, and requests to be viewed as being on sick leave from work, the employee will forfeit the remainder of the paternal leave which cannot be taken at a later date following the period of sick leave.

Payment During Leave

During paternal leave you will be deemed to be in employment and your employment rights, except for remuneration, are preserved as if you were present at work.

During paternal leave, relevant parents who have the necessary PRSI contributions are entitled to paternal benefit from the Department of Social Protection. It is recommended that you apply at least six weeks before the start date of your paternal leave. Claims should be made on PB2 forms, which can be completed or requested online at www.welfare.ie. The Company will contribute an additional amount for the two weeks to ensure that the employee's normal pay is maintained, this is conditional on the employee having 12 months' continuous service.

The relevant parent must have a Public Services Card to apply for Paternal Benefit. If the relevant parent does not already have a Public Services Card, they can make an appointment to get one at www.mywelfare.ie. The organisation will complete the employer's section of the form when it has been completed by the employee.

Transferred Paternal Leave

Where a relevant parent entitled to paternal leave in relation to a child dies, an employee who is the surviving parent of the child will be entitled to the leave. This entitlement exists up to 28 weeks after the date of birth or day of placement of the child.

Annual Leave and Public Holidays

While on paternal leave employees retain the right to accrue annual leave and public holidays as if the employee had not been absent from work.

Abuse of Paternal Leave

Where the organisation has reasonable grounds for believing that an employee who is on paternal leave is not using the leave for the purpose for which it is intended, the organisation may, by notice in writing given to the employee, terminate the leave and the notice will contain a statement in summary form of the grounds for terminating the leave and will specify the day by which the employee must return to work. If, following an investigation, an employee is found to have abused this leave, he or she may be subject to disciplinary action, up to and including dismissal.

Employment Protection

An employee who is absent on paternal leave will be treated as if the employee had not been absent. At the end of the paternal leave, the employee will be entitled to return to their original job under terms and conditions no less favourable than those that would have applied if they had not been absent.

Parent's Leave Policy

The Parent's Leave and Benefit Act 2019 Act enabled a "relevant parent" to take two weeks unpaid parent's leave which had to be taken within 52 weeks of the birth or placement of the child. The Family Leave and Miscellaneous Provisions Act 2021 increased the number of weeks leave to five and extended the period for the leave to be taken from 52 weeks to 104 weeks. The Parent's Leave and Benefit Act 2019 (Extension of Leave) Order 2022 extended Parent's Leave and Benefit to 7 weeks from 1 July 2022. Statutory Instrument No. 300/2024 extended Parent's Leave and Benefit to 9 weeks from 1 August 2024.

Purpose

Parent's leave is available to eligible members of staff to allow them time off from work within the first two years of the birth or adoption of their child or the child of their spouse or partner.

Scope

This policy covers all part-time and full-time employees of Irish Cement Ltd 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 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

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

Irish Cement must be notified in writing by the employee at least 6 weeks before the employee intends to take the leave. Please see application form in Appendix 5.

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. An employee will need their child's PPS number to complete the application.

Postponement of Parent's Leave by Irish Cement.

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. This postponement may arise where Irish Cement 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

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

If this postponement results in the child reaching 2 years before the leave has been drawn down, the 104 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 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 Irish Cement.

Parental Leave Policy

Scope

The Parental Leave Act 1998, as amended by the Parental Leave (Amendment) Act 2006 and 2019, allows parents and adoptive parents in Ireland to take 26 weeks parental leave from employment in respect of certain children. A person acting in loco parentis with respect to an eligible child is also eligible. The term in loco parentis is designed to embrace persons who live with and care for a child on an indefinite basis, even when they are not the natural or adoptive parents of the child.

Entitlement to Parental Leave

An employee must have at least one year's continuous service with the employer before being entitled to take parental leave. However, where the employee has more than three months' but less than one year's service, and where the child is approaching the age threshold, the employee will be entitled to one week's leave for every month of continuous employment completed with the employer.

Part time employees have a pro-rated entitlement, based on the number of hours worked. The leave must be taken before the child reaches 12 years of age. In the case of a child with a disability or a long-term illness, the age limit is 16 years. In the case of an adopted child aged between 10 and 12 at the time of adoption, the leave must be taken within 2 years of the adoption order. If you have more than one child, parental leave is limited to 26 weeks in a 12 month period. However, parents of twins or triplets can take more than 26 weeks of parental leave in a year.

Manner in Which Parental Leave May be Taken:

The leave may be taken:

- as a continuous block of 26 weeks; or,
- 2 separate blocks of not less than six weeks, with a minimum of 10 weeks between each block.

14 of the 26 weeks of parental leave may be transferable between parents if both parents are employed by Irish Cement subject to the Company's agreement.

Payment and Protection of Employment Rights

Parental leave is unpaid; however, employees will remain employed by Irish Cement and will continue to be bound by any contractual terms and conditions relating to good faith, notice of termination, confidentiality, or participation in any other business. If the employee is entitled to performance bonus, this will be calculated pro-rata to attendance.

Your employment rights are protected during parental leave. In general, you are treated as being in employments while you are on parental leave. The only exception to this is your right to pay or superannuation (pension contributions) from your employer while you are on parental leave.

Employees on parental leave accrue annual leave and public holidays during the period of parental leave. Any accrued leave of such nature will be added onto the end of the duration of parental leave taken.

Notification of Parental Leave

Employees must give 6 weeks' written notice of their intention to take parental leave to their HR manager. A confirmation document must be prepared (Please see application form in Appendix 6) and signed no later than 4 weeks before the leave is due to begin.

Evidence

The employer may require the employee to provide evidence of his or her entitlement to parental leave (e.g., the child's date of birth, the date of the adoption order or evidence of parentage).

Postponement of Parental Leave by the Employer

Irish Cement reserves the right to postpone the parental leave, for up to 6 months. The Company will only do this if the department manager is satisfied that granting the leave would have a substantial adverse effect on the operation of the business for example - by reason of seasonal variation, if there are difficulties finding a replacement, or if a number of employees are already availing of parental leave. Any decision to postpone an application for parental leave will be done in consultation with the employee and confirmed in writing no later than 4 weeks before the proposed date of commencement of the leave specifying the grounds for the postponement.

What Happens if I Become Sick While on Parental Leave?

If you get sick while on parental leave and are unable to care for your child, the leave can be suspended for the duration of the illness.

You must give written notice and evidence of your illness to your employer as soon as is reasonably practicable.

The parental leave resumes after the illness. During the illness, you are treated as an employee who is sick.

Abuse of Parental Leave

An employee availing of statutory parental leave may not work for any other employer, or for themselves, for the duration of the statutory parental leave. An employee must use his/her parental leave to take care of the child concerned. Irish Cement may terminate the leave if there are reasonable grounds to believe that it is being used for a purpose other than taking care of the child concerned. If following an investigation an employee is found abusing this leave, they may be subject to disciplinary action.

Leave for Serious Medical Care

The Work-Life Balance Act and Miscellaneous Provisions Act 2023 introduced an entitlement to 5 days unpaid leave in any 12 consecutive months if you need to take time off work to deal with serious medical care for your child or other relevant person. You don't have to give your employer notice to take the leave in emergency circumstances, however, where circumstances allow it, you should give notice if it's possible to your HR/Line Manager. The employee must also include a statement of the facts entitling them to the leave, please see Serious medical care application form in the appendices. This form must be submitted to the HR manager within 7 days of the date the leave was taken.

Right to Request Flexible Working

To make a statutory request for Flexible Working under the Work Life Balance and Miscellaneous Provisions Act 2023, an employee must be the parent or acting in 'loco parentis' to a child under 12 years of age or under 16 years if the child has a disability or illness and who is or will be providing care to the child. An employee can request Flexible Working from their first day at a new job, but they must complete a minimum of 6 months continuous employment with their employer before an approved arrangement can start. A gap in service of less than 26 weeks with the relevant employer will be discounted for the purpose of assessing whether the employee has the required 6 months continuous service before a Flexible Working arrangement can start. An employee must submit their request for Flexible Working to their employer as soon as is reasonably practicable but not later than 8 weeks before the proposed starting date.

A request for FW for caring purposes must include the following information:

- the form of FW being requested.
- the proposed starting date; and
- proposed duration of the FW arrangement

Force Majeure Leave Policy

Force Majeure Leave is provided for in Section 13 of the Parental Leave Act 1998. This section of the Act entitles an employee to paid time off, where for urgent family reasons, owing to the injury or illness of an immediate family member, the immediate presence of an employee at the place where the person is, is indispensable. Under these circumstances, the employee is entitled to paid leave of up to three days in any 12 consecutive months, or five days in any 36 consecutive months. Part days shall be regarded as full days for the purposes of the maximum number of days one can take.

Scope

The immediate family members covered by the Act include:

- a child/adoptive child of the employee.
- a spouse or person with whom the employee is living as husband or wife.
- a person to whom the employee is in loco parentis.
- a brother or sister of the employee;
- a parent or grandparent of the employee.
- a person who resides with the employee in a relationship of domestic dependency.

“Domestic dependency” A person who resides with an employee is taken to be in a position of domestic dependency with the employee if, in the event of injury or illness, one reasonably relies on the other to make arrangements for the provision of care”.

Notice

By definition: prior notice does not arise in the case of force majeure leave. However, an employee who has availed of the entitlement must as soon as is reasonably practicable thereafter, give written notice to his or her employer stating that he or she has taken such leave and the date on which it was taken. The employee must also include a statement of the facts entitling them to the leave, please see force majeure application in appendix 7. This form must be submitted to the HR manager within 7 days of the date the force majeure was taken.

Evidence

The legislation does not require an employee to furnish an employer with any independent evidence in support of them having taken force majeure leave. Equally, however, that does not in any way preclude an employer from seeking appropriate independent evidence from an employee who has taken force majeure leave where the employer on the face of it, has a reasonable belief that the force majeure leave was inappropriately taken or, more seriously, was taken by the employee in circumstances which were not genuine or if it was taken under false pretences.

Menopause Policy

Purpose

As part of our wider Health and Wellbeing Strategy we are committed to providing a supportive environment that promotes healthy high performance and supports our people in reaching their full potential.

Irish Cement aims to support all employees experiencing menopausal and perimenopausal symptoms and help line managers and colleagues understand how they can help those experiencing such symptoms.

We are committed to providing an inclusive and supportive working environment on our sites and whilst working from any other location for employees experiencing the menopause.

Scope

This policy applies to all employees of Irish Cement and outlines the organisation’s approach to supporting employees experiencing the menopause.

The Menopause

There is a natural reduction in hormone production as a woman gets older. The falling level of hormones, particularly oestrogen, is thought to cause the menopausal symptoms that many women experiences. The average age for the onset of menopause is between 50 and 51 years old but there is a wide variation with an early menopause occurring in some women under 45 and some women continuing to have periods up to age 56 or 57. In some rarer instances women as young as 30 or less can become menopausal.

Stages of the Menopause

There are three distinct stages to the menopause:

- **Perimenopause** is when a person has symptoms before menstruation has stopped completely. These symptoms can start as early as seven years before menstruation stops.
- **Menopause** officially occurs once a person stops monthly menstruation.
- **Post Menopause** is the time after menopause occurs. Some symptoms can continue for some people during this time.

Symptoms

Symptoms vary from person to person and can range from mild to severe. They commonly include, but are not limited to:

- Hot flushes
- Night sweats
- Anxiety
- Dizziness
- Fatigue
- Memory loss
- Depression
- Headaches and migraines
- Recurring urinary tract infections
- Joint stiffness, aches, and pains
- Reduced concentration
- Heavy periods
- Insomnia
- Sudden changes in emotion

Menopause Policy (Continued)

Support Available

Irish Cement are committed to supporting all employees impacted by the menopause. Whilst we understand that support may be specific to the individual and their situation, the company can offer the following:

- Normalising discussion about the menopause and helping people raise concerns with their line manager and the HR team.
- Our Employee Assistance Programme with VHI can offer support and advice in coping with menopause symptoms.
- Conducting a workplace assessment if applicable to ensure that menopause symptoms are not made worse by working practices or working environment. This may be ensuring ventilation systems are functioning correctly, and that drinking water is always available in the workplace.

Menopause Related Sickness Absence

We appreciate and understand that higher levels of sickness absence may be experienced because of the menopause. These will be recorded in the same way as other periods of sickness absence.

Under the sick leave policy, Irish Cement provides for:

- Where an employee is experiencing severe symptoms of menopause, the sick leave policy applies once medically certified.

Carer's Leave Policy

In accordance with the Carer's Leave Act 2001, all Irish Cement employees with at least one year's continuous service, are entitled to avail of temporary unpaid Carer's Leave for a maximum of 104 weeks to allow them to provide full time care and attention to a 'relevant person' and return to work afterwards with no deterioration in conditions of employment.

Definition of a "Relevant Person"

A care recipient will be considered a "relevant person" if they need continual supervision and frequent assistance throughout the day in connection with normal bodily functions or needs continual supervision in order to avoid danger to themselves. A medical practitioner must certify the nature and extent of the care recipient's disability.

In general, the carer must live with the "relevant person". However, if the carer is not living with the "relevant person" the following conditions must be met:

- the carer must be providing full-time care and attention.
- there must be a direct system of communication between the carer's residence and that of the care recipient this could be in the form of a telephone or alarm system.
- the care recipient must not already be receiving full-time care and attention within his or her own residence from another person.

Qualifying for Carer's Leave

Along with the 12-month service requirement, employees will only be entitled to carer's leave if:

- the person they wish to care for is considered to be a "relevant person".
- the employee provides full-time care and attention to the "relevant person".
- the employee does not engage in employment or self-employment during the period of the leave with the exception of: attending an educational or training course or taking up voluntary or community work for up to 18.5 hours per week
- engaging in limited self-employment in the employee's home.
- engaging in employment outside of the home for up to 18.5 hours per week. This must be approved by the Department of Employment Affairs and Social Protection.
- the employee has provided the employer with a decision from a deciding officer of the Department of Employment Affairs and Social Protection stating that the person in respect of whom the employee proposes to take carer's leave is a "relevant person".

Employment Rights While on Carer's Leave

During an absence on carer's leave, an employee shall be regarded as still working in the employment for all purposes relating to his or her employment and none of his or her rights or obligations relating to the employment shall be affected, except for the following.

- Carer's leave is unpaid. There is no right to remuneration or superannuation benefits for the duration of the leave.
- The right to annual leave is restricted to the first 13 weeks only of the carer's leave in respect of any one relevant person. Therefore, annual leave is only accrued for the first 13 weeks only.
- The right to public holiday benefit is likewise restricted to the first 13 weeks only of the carer's leave entitlement in respect of any one relevant person.

Absence from employment while on carer's 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).

Carer's Leave Policy (Continued)

Conditions for Taking Carer's Leave

- Only one employee can be absent on carer's leave for a specific care recipient at a time.
- A person is only entitled to leave for one care recipient at a time.
- Carer's leave will not be granted if the care recipient is in receipt of full-time attention from someone else.
- The leave may be taken as a continuous block of 104 weeks or in a number of periods not exceeding a total of 104 weeks. If carer's leave is not taken in one continuous period, there must be a gap of at least six weeks between any two periods of carer's leave.
- If carer's leave for one relevant person has terminated, an employee cannot commence another period of carer's leave to care for a different person until a period of six months has lapsed since the termination of the previous period of carer's leave.
- An employee shall notify his or her employer of any change in circumstances which affect his or her entitlement to carer's leave as soon as is practicable.

Notification of Carer's Leave

If you wish to take carer's leave, you must apply, using the Carer's Benefit claim form, to the Minister for Employment Affairs and Social Protection for a decision by a Deciding Officer ten weeks before intending to begin carer's leave. This claim form should be completed by the employee, employer, the care recipient, and the care recipient's GP. A decision will be made by the Deciding Officer. If the leave is granted, a copy of the decision must be given to your manager/HR department before the leave can commence. In addition to applying to the DEASP, you must give written notification to your manager/HR department of your intention to take carer's leave no later than six weeks before the date you intend to commence the carer's leave. Please see relevant carer forms attached in Appendix 9. In exceptional or emergency circumstances, this notice period may be waived at the Company's discretion, and the organisation may accept notice as soon as is reasonably practicable.

Leave for Serious Medical Care

The Work-Life Balance Act and Miscellaneous Provisions Act 2023 introduced an entitlement to 5 days unpaid leave in any 12 consecutive months if you need to take time off work to deal with serious medical care for your child or other relevant person. You don't have to give your employer notice to take the leave in emergency circumstances, however, where circumstances allow it, you should give notice if it's possible to your HR/Line Manager. The employee must also include a statement of the facts entitling them to the leave, please see serious medical care application form in Appendix 8. This form must be submitted to the HR manager within 7 days of the date the leave was taken.

Postponement by the Organisation

It is at the organisation's discretion to allow periods of carer's leave that are less than 13 weeks duration. The organisation may refuse, on reasonable grounds, to permit an employee to take a period of leave shorter than 13 weeks. These reasons will be provided to the employee in writing.

Confirmation of Details

A confirmation document will be completed and signed by you and the HR department no later than two weeks prior to the proposed commencement date, confirming details of the leave, duration, manner in which leave will be taken, etc.

Termination of Carer's Leave

Carer's leave will terminate in the following circumstances:

- on the date of termination of the period of carer's leave as specified in the confirmation document.
- on a date agreed between employer and employee.
- where the care recipient ceases to satisfy the conditions to be a relevant person.
- where the employee ceases to satisfy the condition to be the provider of full-time care and attention.
- on the date that the employer notifies the employee to return to work following a decision of a Deciding Officer or an Appeals Officer that the leave should end.
- where the relevant person dies during the period of carer's leave, the leave will terminate either six weeks after the date of death, or on the date of termination specified in the confirmation document, whichever is the earlier.

Return to Work

You must confirm your intention of returning to work no less than four weeks before the date when you intend to return. When carer's leave ends, you will be entitled to return to your usual job, so far as it is reasonably practicable to do so. However, if this is not possible, you will be offered suitable alternative work, with terms and conditions no less favourable than those you held in the original job.

Right to Request Flexible Working

To make a statutory request for Flexible Working under the Work Life Balance and Miscellaneous Provisions Act 2023 an employee must be a carer providing personal care or support to a 'relevant' person. An employee can request Flexible Working from their first day at a new job, but they must complete a minimum of 6 months continuous employment with their employer before an approved arrangement can start. A gap in service of less than 26 weeks with the relevant employer will be discounted for the purpose of assessing whether the employee has the required 6 months continuous service before a Flexible Working arrangement can start. An employee must submit their request for Flexible Working to their employer as soon as is reasonably practicable but not later than 8 weeks before the proposed starting date.

A request for Flexible Working for caring purposes must include the following information:

- the form of Flexible Working being requested.
- the proposed starting date; and
- proposed duration of the Flexible Working arrangement

Record of Carer's Leave

An employer must keep a record of carer's leave taken by employees, specifying the period of employment for each employee and the dates and times of the leave taken. These records must be retained for eight years. Notices, or copies of notices, required by this Act shall be kept for a period of three years.

Carer's Leave Policy (Continued)

Abuse

If the company has reasonable grounds to believe that carer's leave was not taken in accordance with this policy, it may instigate an investigation. If, following such an investigation, an employee is found abusing this leave, he or she may be subject to disciplinary action, up to and including dismissal.

Responsibilities

In order to support the implementation of this policy, the following responsibilities have been assigned:

- the organisation determines if carer's leave is approved.
- each supervisor/manager is responsible for ensuring that this procedure is implemented as designed.
- it is the responsibility of all employees to be aware of this policy and apply it appropriately.
- employees availing of carer's leave are responsible for the completion of all necessary forms and records and for complying with the regulations and procedures.
- senior management and HR personnel will monitor the implementation of this policy and ensure consistency in its application.
- the HR department will review, revise, and adapt the carer's leave policy in order to keep it consistent and in line with current legislation.

Irish Cement Company Leave Policy

Marriage and Civil Partnership Leave

Employees who are planning a marriage or civil partnership will be entitled to a once off additional five days of paid leave. This leave must be taken on the day and subsequent days of the wedding or civil partnership or within 1 week of the occasion.

Marriage or civil partnership leave is an additional benefit for employees and is paid time off. Requests for this leave should be made in writing to the HR Manager.

Company Holidays

In addition to your statutory 20 days annual leave, the Company recognises two supplementary 'Company Days', namely Christmas Eve and Good Friday.

Service Leave

The Company gives five additional days holidays for service. The additional leave is given as follows:

11 years = 21 Days

12 years = 22 Days

13 years = 23 Days

14 years = 24 Days

15 years = 25 Days

The same rule for taking holidays applies to these extra days.

Right to Request Remote Working Policy

Irish Cement is committed to supporting work-life balance working arrangements for our employees on the basis set out in the Work Life Balance and Miscellaneous Provisions Act 2023 and accompanying Code of Practice. There is no automatic right to remote working and any arrangement entered into must work both for the business and the employee.

We are committed to ensuring compliance with the provisions of the Work Life Balance and Miscellaneous Provisions Act 2023. These should be read in line with employment equality and other existing employee rights and responsibilities.

This policy sets out the arrangements that will apply with regard to remote working arrangements in this organisation.

Scope of this Policy

This policy applies to all employees who meet the eligibility criteria for remote working as set out in the Work Life Balance and Miscellaneous Provisions Act 2023 and the Code of Practice. Requests for remote working will be agreed on a case-by-case basis based on objective criteria and according to this policy.

Agreeing to or refusing one request will not set a precedent or create the right for another employee to be granted or refused a similar change to their working pattern. Employees are required to be realistic and recognise that remote working arrangements may not be appropriate for all roles or all individuals.

Role Suitability

In considering any application for remote working, the suitability of the applicant's role for the working arrangement requested will be considered taking into account the criteria outlined in the relevant legislation and the WRC Code of Practice. The criteria set out in the legislation and Code of Practice are not exhaustive, and the Company reserves the right to take additional criteria into consideration when assessing the suitability of a given role for remote working, as appropriate.

Employee Eligibility

While an employee can apply for a remote working arrangement at any time, they must have 6 months continuous employment with the employer before an approved arrangement can commence. You can request RW from your first day, but you must complete a minimum of 6 months continuous employment with the Company before an approved arrangement can start. A gap in service of less than 26 weeks with the Company will be discounted for the purpose of assessing whether you have the required 6 months continuous service before a RW arrangement can start.

In the context of applications for a remote working arrangement, the Company reserves the right to consider the employee's level of experience post hire/required supervision/training needs/performance standards, IT skills, disciplinary record etc when considering employee suitability.

Making a Remote Working Request

You must submit your request for RW to the Company as soon as is reasonably practicable but not later than 8 weeks before the proposed starting date. A request for RW must be in writing and signed by you.

The written or online request form must include the following information to help the Company with the decision-making process:

- details of the RW arrangement i.e. how many days and which days requested; and
- the proposed starting and end date of the arrangement, if relevant; and
- the specific reasons for requesting RW.

The application must also include:

- details of the proposed RW location (e.g. at home, a work hub) and,
- information on the suitability of the proposed location which should include information on the following, where relevant:
 - the workstation is suitably equipped and configured to enable the employee to perform their role and duties effectively to the required standard.
 - the distance of the proposed remote workplace to the employer's on-site place of work is agreeable to the employer.
 - a suitable workstation that provides adequate privacy.
 - a commitment to ensuring that company data and intellectual property is secure and protected in accordance with employer policies.
 - an agreement to complying with employee obligations, and to cooperating with employer obligations in ensuring compliance with the Safety, Health, and Welfare at Work Act 2005.
 - an agreement to a risk assessment and, if approved, to make no subsequent substantive changes to the workstation without authorisation.
 - an agreement to demonstrate compliance with, but not limited to, data protection, data security, confidentiality, IT, social media, email, protection of intellectual property company policies and measures.
 - the availability of relevant equipment and technology at the proposed location and agreement to ensuring that equipment is used appropriately.
 - confirmation of adequate and secure internet connection to perform the role which may need to be assessed by the company's IT department.

Having submitted your request, you must, if asked by the Company, provide any additional information the Company may reasonably require in relation to the request.

The Company will be mindful (as an employee must also be) of its obligations under the GDPR in relation to sensitive personal data which may be involved in RW applications. You can withdraw a request for RW by giving written notice to the Company.

Responding to a Remote Working Request

The Company, on receipt of a request for RW, will respond as soon as is reasonably practicable, and not later than 4 weeks after receiving the request. If the Company experiences difficulty assessing the viability of the request, we can extend the 4-week period for a further period up to but not exceeding 8 weeks.

Within 4 weeks of first receiving the request, the Company will:

- approve the request and this approval must include an agreement prepared and signed by the employer and employee setting out the details of the agreed arrangement, the start and end date, if any, of the arrangement; or
- refuse the request by written notice informing the employee that the request has been refused and the reasons for the refusal; or
 - provide notice in writing informing the employee that more time is needed to assess the viability of the request setting out the length of the extension.

When the agreement is signed by the Company and you, the Company will retain the agreement and provide a copy of the agreement to you.

Right to Request Remote Working Policy (Continued)

Considering a Remote Working Request

When the Company receives a request for RW, the Company will consider the request, having regard to:

- the business needs; and
- your reasons for requesting RW; and
- the requirements of the Code of Practice in relation to considering a request.

The Company will consider all requests for RW in an objective, fair and reasonable manner. The Company may consider both the suitability of the role for RW as well as the applicant's suitability to work remotely.

In reviewing whether a role is suitable for RW, the Company will consider the following:

This is a non-exhaustive list, and additional factors may come under consideration according to the circumstances of a given application. Equally not all of the below criteria may be relevant in all situations. Applications will be assessed on a case-by-case basis:

- What type of work does the role entail?
- What are your key duties?
- Can any of the duties which make up the role be undertaken remotely?
- Does the role require a high degree of manual work?
- Does the role include tasks that must be performed or are more efficiently performed on-site?
- Does the role require access to equipment/technologies or data that are only available on-site?
- Does the role require face-to-face engagement with clients, customers, or other employees on-site or at other locations?
- Would remote working affect the service quality or organisational operations taking into account the number of employees currently on approved leave and/or on approved remote working or flexible working arrangements?
- Are there technological solutions to mitigate issues arising from remote working?
- Do any health and safety issues arise if activities are undertaken remotely?

In considering whether an employee is suitable for RW, the Company will consider a number of factors.

The list below is a non-exhaustive list, and additional factors may come under consideration according to the circumstances of a given application. Equally not all of the below criteria may be relevant in all situations.

Applications will be assessed on a case-by-case basis:

- Does the employee have the necessary IT skills to complete their required job functions outside of the office?
- Does the employee understand their role and require minimal supervision to complete their tasks?
- Has the employee met the performance standards and requirements of the role?
- Is the employee subject to an extended probation period?
- Is the employee subject to an active performance improvement plan?
- Is the employee involved in an ongoing disciplinary process or is there a live record of disciplinary action?
- Is the employee subject to a training programme or apprenticeship which requires supervision?
- Has the employee demonstrated an ability to meet deadlines or any other business requirements?

- Does the employee understand the need to demonstrate flexibility when required to attend on-site outside of their agreed arrangements in order to meet business needs?
- Does the employee understand that there may be a requirement to participate in team meetings/training/one-to-ones online while working remotely?
- Has the employee maintained a satisfactory attendance record and complied with the company's attendance policy?
- Does the employee need to be on-site for learning, development, or mentoring purposes?
- Does the employee need to be on-site to collaborate with colleagues in a team environment in a face-to-face setting?

In a situation where the Company cannot approve the RW arrangement that you have requested, the Company may engage with you to consider an alternative arrangement, where this is feasible.

Where agreement is reached on RW the signed agreement by you and the Company will be appended to your contract of employment and a copy will be retained by both parties.

Changes to a Remote Working Arrangement

The Company and you can agree, in writing, a change to a RW arrangement which has already been signed, before or after it has started. A change to an arrangement can be:

- postponing the arrangement or part of it to an agreed date; or
- curtailing the period of the arrangement; or
- varying the arrangement in an agreed way.

Termination of a Remote Working Arrangement

The Company can terminate an approved RW arrangement in certain circumstances, before or after it has started if the employer is satisfied that the RW would have, or is having, a substantial adverse effect on the operation of their business, profession, or occupation because of:

- seasonal variations in the volume of the work concerned, or
- the unavailability of a person to carry out the duties of the employee in the employer's place of business, or
- the nature of the duties of the employee in the employment, or
- any other matters relevant to the substantial adverse effect on the operation of the employer's business, profession, or occupation.

In such circumstances the Company can give an employee written notice of termination of an arrangement after considering the following:

- the needs of the business.
- your reasons for applying for RW; and
- the requirements of this Code of Practice in relation to considering termination.

The notice will set out the reasons for termination and specify the date on which you must return to your original working arrangement. This date will not be earlier than 4 weeks from the date of receipt of the notice of termination unless the date the approved RW arrangement comes to an end, is less than 4 weeks from the date of receipt of the notice.

Where the Company proposes to give notice of termination, we will:

- notify you in writing of the proposal to terminate the arrangement, and
- include details of the grounds for terminating the arrangement, and
- give you 7 days after receipt of the notice to make representations to the employer in relation to the proposal, and
- consider any representations made by an employee before deciding whether to give notice of termination.

Right to Request Remote Working Policy (Continued)

When considering termination of a RW arrangement the Company will consider if the reasons for terminating the arrangement are objective, fair and reasonable. The grounds for the decision will be set out in a clear manner in the notice to help you to understand why the arrangement is being terminated and that the decision has been given consideration. The Company will also consider in an objective, fair and reasonable manner any representations made by you after you have received the notice.

Where possible, the Company will engage with you to consider whether any alternative arrangements other than termination may be feasible depending on the particular circumstances of your individual case. If the Company decides to proceed with terminating the arrangement, you must return to your original working arrangement on the date stated in the notice.

Return to Previous Working Arrangement

You can request by written notice, to return to your original working arrangement earlier than had been approved by providing reasons and a proposed date of return. The Company will consider and give notice within 4 weeks of receipt as to whether the request has been approved or refused and the reasons for any refusal. When considering the request, the Company will have regard to:

- the needs of the business.
- the reasons that you made the request to return; and
- the WRC Code of Practice.

The Company will also consider any applicable legal or contractual obligations owed by either party before approving or refusing the employee's request to return to their original work arrangement. If the Company agrees to the early return, we can propose an alternative date for your return to your original working arrangement. On the expiration of your RW arrangement, you are entitled to return to the original working arrangement that you held immediately before the approval of the RW arrangement.

Abuse of Remote Working Arrangement

You must continue to meet all the requirements of your role while you are working remotely. If the Company has reasonable grounds for believing that you are not fulfilling all of the requirements of your role, the Company can give you notice of termination of an arrangement setting out the reasons for termination and specifying the date on which you must return to your original working arrangement.

Where the Company proposes to give notice of termination on these grounds, we will first:

- notify the employee in writing of the proposal to terminate the arrangement; and
- include details of the grounds for terminating the arrangement; and
- give the employee 7 days after receipt of the notice to make representations to the employer in relation to the proposal; and
- consider any representations made by you before deciding whether to give notice of termination.

You will be required to return to your original working arrangement 7 days after receiving notice of termination for abuse of an arrangement.

Protection of Employees from Penalisation

The Company will not penalise you for proposing to or having exercised your rights to make a request for RW or a request to return to a previous working arrangement.

Raising Concerns

If you feel that your RW request has not been considered in line with the legislation and/or with the Code of Practice you may contact your local HR Manager who is the designated contact for RW issues. If the matter is not resolved through an informal process, the formal Company Grievance Procedure may be utilised.

Record Keeping

The Company will keep a record of approved RW arrangements taken by employees. The record will be kept for three years and will include:

- the period of employment of each employee; and
- the dates on which each employee was on an approved RW arrangement; and
- the number of times each employee was on an approved RW arrangement.

All notices, or copies of notices, given or received by the Company or employee will also be retained by the organisation and employee for one year.

Terms and Conditions that Apply to Remote Working Arrangements in Irish Cement

Notwithstanding the provisions of this Irish Cement Policy, the pattern of attendance on-site will be agreed with the employee's manager to consider:

- Base days of attendance on-site for the team/department.
- Attendance on-site for core activities which are team meetings, training, collaboration, urgent business needs.
- Standard working hours are [Site specific]. Unless other working hours are agreed as part of your individual work-life balance working arrangement, employees are expected to be available during these hours. Employees working remotely are still expected to maintain the same working hours and observe the same break and rest entitlements as if they were in the office.

Irish Cement reserves the right to require higher levels of on-site attendance on a temporary/permanent basis depending on business needs. This policy does not amend the employee's formal place of work. The Company will endeavour to provide reasonable advance notice to employees where changes to on-site attendance levels are mandated.

Every remote working arrangement is subject to an initial trial period of 3 months. The trial period will allow time for both employees and managers to assess how the arrangement is working. Any issues should be raised/discussed and dealt with at an early stage through ongoing engagement with the manager. A formal review meeting will take place between the manager and the employee at the end of the trial period and any issues arising can be discussed with a view to resolving them. An extension of the trial period or termination may be considered if necessary, or if no issues have arisen the arrangement can be signed off.

Health and Safety

As part of moving to remote working, you must provide suitable assurance for having and maintaining:

- a safe and secure workplace
- suitable working conditions at home (workstation, secure container for documents, appropriate Information Systems, data security and confidentiality measures, suitable and reliable Wi-Fi).

Right to Request Remote Working Policy (Continued)

- appropriate arrangements with your mortgage provider, landlord and insurers (if applicable) to allow working from home. For the avoidance of doubt, any tax, or other additional costs as a result of working at home are your responsibility.

Where remote working can be facilitated by Irish Cement, it is subject to the following conditions being met.

Environment

It is the responsibility of the employee to designate a remote workspace, which is a dedicated space in the employee's home. No work should be performed outside of this designated workspace. The designated workspace must be kept in a safe condition, free from hazards to both the employee and the equipment.

If you sustain any injuries in your designated workspace and in conjunction with their regular work duties, you must notify your manager of such injuries as soon as possible. The Company is not responsible for any injuries to you or any third parties outside of the designated workspace or during your non-working time.

If, while working from a designated workspace, you experience technical issues with your computer or internet access that prevents you from working remotely, you should notify your manager right away to get support for the issue.

You must not host meetings with other employees, workers, or customers in your home.

Company Equipment

Any equipment provided by the Company must be kept safely and securely and under your control when working from home. Company equipment must be used for company work-related purposes only and must not be used by any other member of your household or third party at any time or for any other purpose.

The workspace must have sufficient space to allow you to give your full effort and attention to the performance of your duties during working hours in an environment that is free of noise and distraction.

The home workspace must be suitably equipped and configured to enable you to perform your role and duties effectively and will typically need to be equipped with the following:

- desk
- chair
- secure storage
- suitable lighting and heat
- computer
- adequate and reliable internet access.

Where a remote working arrangement is agreed, the equipment to be provided will be discussed with you prior to the commencement of the arrangement.

You will take reasonable care of any company property within your possession and arrange for its secure storage. As per your contractual terms, you agree to return and/or facilitate the return of the Company's equipment, furnishings and materials when requested, upon the termination of the remote working arrangement and/or your employment. Any defects or problems with the equipment must be reported to your line manager. In line with its duty to maintain the equipment, the organisation may request the return of its property to facilitate the inspection, maintenance and repair as required. You must return and/or facilitate the return of the Company's equipment, furnishings, and materials within 5 days of receiving a request from the organisation.

Flexibility

The organisation expects you to be flexible to meet business needs. For example, you are expected to attend customer meetings, training, and other important events or to travel on business to meet business needs if required, even on a normal working from home day.

Costs

You are responsible for all utility costs associated with working from home as part of remote working, including Wi-Fi, heating, and electricity. You are also responsible for travel to office costs. You may be able to claim tax relief or other allowances for any household expenses incurred as a result of working from home. It is your responsibility to apply directly for these where they exist.

Compliance with Normal Company Policies

When working from home, you must continue to comply with all the organisation's normal policies.

Jurisdictional and Remote Work Location

The home workspace must be based in the Republic of Ireland, and you are not permitted to work remotely overseas. In the case where you plan to move homes, this should be discussed in advance with the line manager. This is to facilitate a new risk assessment and any other considerations in advance of the move.

Time and Attendance

You are expected to maintain the same working hours and observe the same break times/rest entitlements as your normal place of work. You are expected to be available during your normal/agreed working hours and to be able to access your laptop within a timely manner as if in your normal workplace. You must record your working hours and leave on the HR Management System in the same manner you would in the office/as per the designated procedure set down for remote workers.

Accident and Incident Reporting

You are, as with all organisational policies, reminded of the continued importance of reporting any incident or near misses that occur that is related to their hybrid working arrangement and should follow the procedure outlined in the Accident and Incident Reporting Policy.

Security and Data Protection

You are, as with all organisational policies, reminded of the continued and heightened importance of data protection and privacy rights while working remotely and are referred to in the organisation's policies in this regard in particular those outlined in the organisation's data protection, IT, and e-mail policies that relate to IT usage and documentation storage.

Working from Home and Caring for Dependents

Remote/home working is not to be used as a substitute for managing any parental or caring responsibilities that the employee has.

Review of this Policy

The organisation reserves the right to alter or amend this policy from time to time and employees will be notified of amendments by way of written notice and/or electronic notice.

Employee Assistance Policy

Irish Cement recognises that your health and work performance can be affected by personal or work-related problems. We also understand that it is best to identify these problems as early as possible and be able to access appropriate assistance so that any difficulties may be resolved to the benefit of both you and the organisation.

We believe in a pro-active approach to health care and therefore, provide an Employee Assistance Programme (EAP) to promote the health and well-being of all employees.

What is an EAP?

An EAP is a confidential counselling programme, which operates primarily within the workplace to assist in the identification and resolution of employee concerns, using outside expertise as needed. Participation and use of the programme is voluntary.

Objectives

The EAP provides a mechanism within a supportive and confidential framework to help you recognise and acknowledge if and where you have a problem and obtain appropriate referral and treatment.

Scope

The programme offers solution focused and short-term counselling to all our employees and to their immediate family. If you are experiencing problems, you may avail of the service, regardless of your status or length of service. Irish Cement has agreed to provide up to 6 counselling sessions to you and your family per issue, per calendar year and unlimited telephone support if clinically appropriate.

Confidentiality

The service provided by the EAP is strictly confidential between the EAP provider and you. Information will not be disclosed which could reveal your identity without your prior written consent or except in exceptional circumstances, e.g., if there is a risk endangering the health or safety of self or others. Anonymous statistical information may be provided to the organisation for service evaluation purposes.

Participation in the programme will not affect the future employment or career advancement potential of any employee. Participants will be provided with details of the professional code of practice in this area to assure participants of the high level of confidentiality.

Operation of the EAP

The programme is co-ordinated through the Human Resource Department and our EAP provider is VHI. Our EAP has a wide range of benefits and services available 24 hours a day, 365 days a year.

Freephone: **1800 995955**

Email: **eap@vhics.ie**

Access your EAP online portal through **www.vhi.healthhero.com**

Referral

Referral may occur by way of:

- self-referral.
- suggested referral by management or members of HR.

Where you have a work performance problem that may necessitate disciplinary measures, management may offer you the opportunity to avail of the EAP. Participation in the programme will not preclude disciplinary action being taken where sub-standard performance persists.

Education

The EAP will provide on-going educational programmes geared towards the promotion of employee well-being. These are communicated monthly via newsletters and online webinars.

Appendix 1



Fertility Leave Application Form

Notification of intention to take Fertility Leave

Written notification must be submitted at least two weeks, or as soon as is practicable, before an employee intends to take Fertility Leave.

I hereby notify Irish Cement of my intention to take Fertility Leave.

My Fertility Leave will commence on:

Day Month Year

My Fertility Leave will end on:

Day Month Year

Medical Certificate

Signed Date

Appendix 2



Notification of Intention to Take Maternity Leave

This is notification of my intention to take maternity leave.

My expected week of confinement is

My maternity leave will commence on:

Day Month Year

My maternity leave will finish on (26 weeks later):

Day Month Year

I understand that I must notify my employer in writing at least four weeks in advance of my intention to return to work at the end of my maternity/additional maternity leave.

If I intend to take additional maternity leave, I understand that I must notify my employer in writing at least four weeks before the end of my maternity leave, i.e. no later than:

Signed Date

(Employee)

Signed Date

(On behalf of the employer)

* The employee should also provide medical certification confirming the pregnancy and specifying the expected week of confinement.

This notice must be given at least four weeks in advance of taking the maternity leave.

Appendix 2



Notification of Intention to Take Natal Care Leave

This is notification of my intention to take time off to attend a natal care appointment on:

Day Month Year

Time

Signed Date

(Employee)

Signed Date

(On behalf of the employer)

* The employee should provide an appointment card indicating the date and time of the appointment and confirming the pregnancy or specifying the expected week of confinement.

This notice should be given at least two weeks in advance of the appointment, except for the first appointment.

Appendix 2



Notification of Intention to Attend Ante-natal Classes

This is notification of my intention to take time off to attend an ante-natal class on:

Day Month Year

Time

Further classes will be on:

Day Month Year

Time

Day Month Year

Time

Day Month Year

Time

Signed Date

(Employee)

Signed Date

(On behalf of the employer)

* The employee should also provide the appropriate documentation indicating the dates and times of the classes.

This notice should be given at least two weeks in advance of the first class. The employee is not entitled to paid time off for the last three classes.

Appendix 2



Notification of Intention to Take Maternity Leave

This is notification of my intention to take additional maternity leave.

My additional maternity leave will commence on:

Day Month Year

My additional maternity leave will finish on (maximum 16 weeks later):

Day Month Year

Signed Date

(Employee)

Signed Date

(On behalf of the employer)

This notice must be given at least four weeks in advance of taking additional maternity leave (which is four weeks prior to ending normal maternity leave).

Appendix 3



Notification of Intention to Take Adoptive Leave

This is notification of my intention to take adoptive leave. The expected date of placement of my child is:

Day Month Year

My adoptive leave will commence on:

Day Month Year

My adoptive leave will finish on (24 weeks later):

Day Month Year

I understand that I must notify my employer in writing at least four weeks in advance of my intention to return to work at the end of my adoptive/additional adoptive leave.

If I intend to take additional adoptive leave, I understand that I must notify my employer in writing at least four weeks before the end of my adoptive leave, i.e., not later than:

Day Month Year

Signed Date
(Employee)

Signed Date
(On behalf of the employer)

* The employee should also provide documentation confirming the adoption and specifying the expected date of placement.

This notice must be given at least four weeks in advance of taking the adoptive leave.

Appendix 3



Notification of Intention to Attend Pre-adoption Classes

This is notification of my intention to take time off to attend a pre-adoption class or meeting on:

Day Month Year

Time

Further classes will occur on:

Day Month Year

Time

Day Month Year

Time

Signed Date
(Employee)

Signed Date
(On behalf of the employer)

* The employee should also provide the appropriate documentation indicating the dates and times of the classes.

This notice should be given at least two weeks in advance of the first class and if possible should indicate the dates and times of all classes.

Appendix 3



Notification of Intention to Take Additional Adoptive Leave

This is notification of my intention to take additional adoptive leave.

My additional adoptive leave will commence on:

Day Month Year

My additional adoptive leave will finish on (maximum 16 weeks later):

Day Month Year

Signed Date
(Employee)

Signed Date
(On behalf of the employer)

This notice must be given at least four weeks in advance of taking additional adoptive leave (which is four weeks prior to ending normal adoptive leave).

Appendix 4



Notification of Intention to Take Paternity leave

Guidance Notes for Employees:

- Paternity leave will apply to births/placements that take place on or after the 1 September 2016.
- Paternity leave is available to employees who are deemed to be the “relevant parent” of a child. See definition of “relevant parent” below.
- An employee who is a “relevant parent” of a child may avail of a single period of two weeks paternity leave. Paternity leave cannot commence earlier than the date of birth or date of placement of the child and cannot commence later than 26 weeks after the date of birth or the date of placement of the child.
- This form must be completed by the employee concerned not later than four weeks before the expected commencement of the leave.
- A medical certificate confirming the expected date of birth/certificate confirming the expected day of placement must accompany this notice.
- During paternity leave, employees who have the necessary PRSI contributions and are in receipt of a Public Services Card are entitled to paternity benefit from the Department of Social Protection. Irish Cement will pay the “balance” of the Social Welfare Benefit payment per week up to the normal basic weekly rate for the two weeks
- Please see Irish Cement Paternity Leave Policy for further information.

Under the Paternity Leave and Benefit Act 2016 a “relevant parent” is defined as:

- a** in the case of a child who is, or is to be, adopted –
 - the spouse, civil partner, or cohabitant, as the case may be, of the qualifying adopter or
- b** in any other case.
 - i** the father of the child,
 - ii** the spouse, civil partner, or cohabitant, as the case may be, of the mother of the child, or
 - iii** a parent of the child under section 5 of the Children and Family Relationships Act 2015 where the child is a donor-conceived child within the meaning of Part 2 of that Act

Appendix 4



Notification of Intention to Take Paternity Leave

Personal Details

Name of Employee

Department

Employee Number

Paternity Leave Details

Name of child

(if name not known, write 'baby, surname')

Date of birth/placement of the child:

(if applying in advance of the birth/placement, please include the expected date of birth/day of placement):

Day Month Year

I declare that I am a relevant parent.

The employee should also provide the following applicable documentation:

- medical certificate confirming the expected date of birth, or
- a copy of a birth certificate, or
- a copy of the declaration of suitability, or
- a copy of the certificate of placement.

Paternity Leave Details

Commencement date:

Day Month Year

Return to work date:

Day Month Year

Appendix 4



Notification of Intention to Take Paternity Leave

Declaration

I declare that the information given above is accurate and complete.

Signed Date

(Employee)

Signed Date

(On behalf of the employer)

Paternity leave must be used to assist in the provision of, care to the child or to provide support to the relevant adopting parent or mother of the child, as the case may be, or both. This leave may be terminated if it is not used for this purpose. Any employee abusing this leave may be subject to disciplinary action in line with the company disciplinary procedures.

Appendix 5



Notification of Intention to Take Parent's Leave

Guidance Note for Employees:

- Parent's leave will apply to births/placements that take place on or after the 1 November 2019.
- Parent's leave and social welfare benefit is available to eligible members of staff to allow them time off from work within the first two years of the birth or adoption of their child or the child of their spouse or partner.
- An employee who is a "relevant parent" of a child born or placed (in the case of adoption) after 1 November 2019 may avail of nine weeks parent's leave.
- Parent's leave must be taken in periods of not less than one week at a time.
- There is no minimum service period with the Company required to qualify for parent's leave.
- Parent's leave must be taken within 104 weeks of the child's birth or placement in the case of adoption.
- This form must be completed by the employee concerned not later than six weeks before the expected commencement of the leave.
- Where Irish Cement is not the same employer from whose employment maternity or adoptive leave has been taken, an employee is 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.
- During parent's leave employees who have the necessary PRSI contributions are entitled to parent's benefit from the Department of Social Protection.
- Please see the Irish Cement Parent's Leave Policy for further information.

Appendix 5



Notification of Intention to Take Parent's Leave

Personal Details

Name of Employee

Department

Employee Number

Parent's Leave Details

Name of child

(if name not known, write 'baby, surname')

Date of birth/placement of the child:

(if applying in advance of the birth/placement, or where Irish Cement Ltd. is not the same employer from whose employment maternity or adoptive leave has been taken, please include medical, or other appropriate certificate confirming the pregnancy and specifying the expected week of confinement/birth or date of placement of the child.)

Day

Month

Year

I declare that I am a relevant parent.

The employee should also provide the following applicable documentation:

- medical certificate confirming the expected date of birth, or
- a copy of a birth certificate, or
- a copy of the declaration of suitability, or
- a copy of the certificate of placement.

Parent's Leave Details

Commencement date:

Day

Month

Year

Return to work date:

Day

Month

Year

Appendix 5



Notification of Intention to Take Parent's Leave

Declaration

I declare that the information given above is accurate and complete.

Signed Date
(Employee)

Signed Date
(On behalf of the employer)

Parent's leave must be used to assist in the provision of care to the child or to provide This leave may be terminated if it is not used for this purpose. Any employee abusing this leave may be subject to disciplinary action in line with the company disciplinary procedures.

Appendix 6



Notice Request of Intention to Take Parental Leave

This form must be completed by the employee concerned not later than six weeks before the commencement of the leave. The employer may request evidence in relation to the child's date of birth, birth certification, or adoption order.

Name of Employee

Address

Commencement date of employment

Department

Staff ID (if applicable) PPS Number

Proposed commencement date of parental leave

Proposed duration of parental leave
Weeks Days Months

Manner in which to be taken (Please provide a brief description)

Proposed date of return to work

Name of Child Child's date of birth

Appendix 6



Notice Request of Intention to Take Parental Leave

Please attach a copy of the birth certificate/adoption order.
 An employee is entitled to a maximum of 26 weeks unpaid parental leave in any 12-month period*.
 Parental leave is granted solely for the purpose of taking care of the above-named child. This leave may be terminated if it is not used for this purpose. Any employee abusing this leave may be subject to disciplinary action, up to and including dismissal.
 I declare that the information given above is accurate and complete.

Signed Date

(Employee)

* Where a parent has more than one child, no more than 26 weeks' parental leave may be taken in any 12-month period, except in the case of multiple births or as agreed with employer.

Appendix 7



Notice of Force Majeure Leave

To be completed by an employee who takes force majeure leave, as soon as is reasonably practicable after the leave is taken.

Name of Employee

Department

Staff ID (if applicable) PPS Number

Name and address of injured/ill member of the employee's immediate family:

Relationship of employee's immediate family member to employee:

Nature of injury/illness of immediate family member:

Dates of emergency family (force majeure) leave:

I confirm that I am applying for force majeure leave on the above-mentioned date(s) because of urgent family reasons, because of the injury to/illness of the member of my immediate family stated above and per details stated, as a result of which my immediate presence with that family member was indispensable.

Declaration

I declare that the information given by me above is true, accurate and complete in all respects and I both understand and accept that if that is not the case, whether knowingly on my part or otherwise, then, following due investigation by my employer, I may be denied force majeure leave and/or liable to appropriate disciplinary action.

Signed Date

(Employee)

Signed Date

(Manager)

Appendix 8



Notice of Serious Medical Care Leave

To be completed by an employee who takes serious medical care leave, as soon as is reasonably practicable after the leave is taken.

Name of Employee

Department

Staff ID (if applicable) PPS Number

Name and address of person for whom you took the leave:

Relationship of the employee to the person being cared for:

Statement of fact why you are entitled to the leave:

Dates of serious medical care leave:

I confirm that I am applying for serious medical care leave on the above-mentioned date(s).

Declaration

I declare that the information given by me above is true, accurate and complete in all respects and I both understand and accept that if that is not the case, whether knowingly on my part or otherwise, then, following due investigation by my employer, I may be denied serious medical care leave and/or liable to appropriate disciplinary action.

Signed Date

(Employee)

Signed Date

(Manager)

Appendix 9



Notice to Employer of Intention to Take Carer's Leave

Under the Carer's Leave Act 2001, this form must be completed by the employee concerned not later than six weeks before the intended commencement of the leave. The employee must give the employer a copy of the decision from the Deciding Officer of the Department of Social Protection, stating that the care recipient is a relevant person as soon as they receive it. The applicant is not entitled to carer's leave until they have done so.

Name of Employee

Address

Department

Commencement date of employment:

Day Month Year

Department PPS Number

Proposed date of commencement of carer's leave:

Day Month Year

Proposed duration of carer's leave: Weeks

Proposed date of return to work:

Day Month Year

Name of care recipient: Has approval been received from the Department of Social Protection?

I wish to confirm that I have made an application to the Department of Social Protection for a decision from a Deciding Officer, stating that the person, in respect of whom I propose to take carer's leave, is a relevant person (i.e., in need of full-time care and attention) for the purposes of the Social Welfare (Consolidation) Act 2005.

NOTE: An employee is entitled to a maximum of 104 weeks unpaid carer's leave for any one relevant person. Carer's leave is granted solely for the purpose of providing full-time care and attention to a relevant person requiring such care. This leave may be terminated if it is not used for this purpose. Any employee abusing this leave may be subject to serious disciplinary action, up to and including dismissal.

I declare that the information given above is accurate and complete.

Signed Date

(Employee)

Appendix 10



Request for Remote Working Application Form

I wish to apply for remote working as provided for under section 20 of the Work Life Balance and Miscellaneous Provisions Act, 2023.

I confirm that I have or will have completed 6 months continuous employment with Irish Cement on or before the commencement of the requested remote working arrangement.

I am seeking remote working commencing on
(this date should be at least 8 weeks after the date of application).

The following sets out my reasons for requesting remote working.

Please Note: This is your opportunity to explain your individual specific reasons for requesting remote working. This will be used to help us fully consider your work-life balance needs and your request to work remotely.

Text area with horizontal dotted lines for providing reasons for requesting remote working.

The proposed location for my remote working is

I believe this location is suitable for remote working under the WRC Code of Practice on Remote Working for the following reasons

Text area with horizontal dotted lines for providing reasons for the proposed remote working location.

I will comply with the relevant company policies such as IT Usage, Data Protection and Privacy, Diversity and Equality, Grievance and Disciplinary, Health and Safety, protecting confidential company information.

Employees are encouraged to provide as much relevant information as possible with their request so that it can be fully considered.

Signed

(Employee)

Date



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