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The Purpose of this Handbook

1. The handbook will inform you of the various benefits to which you are entitled.
2. The handbook will give you details of the rules and procedures that are in operation in Colorman Ireland Limited.
3. A knowledge of rules and procedures are a means of ensuring that all employees are treated equally.
4. A handbook is useful to ensure that both Colorman Ireland Limited and its employees are aware of their obligations and responsibilities to one another.
5. It should be clearly understood however that this handbook is of an explanatory nature, and does not take any precedence whatever over the terms and conditions of an individual employees' contract of employment or union agreements.
6. Every employee is responsible for reading, understanding and complying with the provisions of this handbook.
7. From time to time further changes will need to be made to this document as new policies are announced and existing provisions are modified or replaced. Any such changes will form part of your terms and conditions of employment. As employment law changes the handbook is automatically held to have been amended by that change until such time as an updated handbook can be provided.
8. This handbook should be read in conjunction with your separate contract of employment.

Amendments/Alterations to the Handbook

Alterations and additions to this handbook may be necessary from time to time. Management will bring these to the attention of all employees.

SECTION 1: Colorman Ireland Personnel Policy

1. Every employee will be treated fairly, listened to and encouraged to contribute to his/her full potential.
2. Management will endeavour to identify training and development needs and give performance feedback.

3. Where possible, management will discuss change before implementation.
4. In the event of any personal difficulty that is likely to affect work performance, employees are advised to discuss the matter immediately with their line supervisor/manager. Details of such discussions will be handled with sensitivity and with due regard for the individual employee's privacy and confidentiality.
5. Statutory and legal requirements relating to employees will be adhered to.

Induction Training

On commencement of employment, either the line manager, colleague or line supervisor will show employees how to carry out their particular jobs. Where an employee does not feel competent carrying out a particular activity this should be made know to the appropriate person or their line manager.

Your induction training will also include Colorman's security requirements.

Communication

Colorman Ireland supports an open door policy for resolving problems quickly and fairly. You are encouraged to air issues or concerns with your line manager. It is your responsibility to ask about things you do not know or understand, as well as to make suggestions that could improve any part of our Company or its operations. The best way to do this is through open discussions with the line manager. Every effort will be made to provide a response in a timely manner.

SECTION 2

Terms & Conditions of Employment

Each new employee is issued with a contract of employment prior to commencement of employment. The contract will contain some of the specific terms of your employment as detailed in this handbook.

Confidential Information (Non-Disclosure)

In the course of your work you may have access to confidential information regarding Colorman Ireland Limited, its products, its suppliers, its customers, fellow employees or any improvements or developments planned by Colorman Ireland Limited. It is important that you do not reveal or divulge any such information to any other persons and that you use it only in the performance of your duties. You may not remove any documents or effects belonging to the company or which contain any confidential information from the company's premises at any time without proper authorisation. You must return to the company upon request and in any event upon the termination of your employment all documents and effects belonging to the company or which contain or refer to any confidential information and which are in your possession or under your control.

Bribery & Corruption

Colorman's policy on Bribery and corruption is in full compliance with the Prevention of Corruption (Amendment) Act, 2001. There are strong penalties in place, of up to 10 years imprisonment and an unlimited fine, for those found guilty of offences under the Act, including convictions of bribery of foreign public officials by Irish nationals and companies. Colorman's policy on corruption also mirrors the Prevention of Corruption (Amendment) Act 2010 came into force in December 2010. A key provision in the Act is the protection afforded to whistle-blowers who make reports, in good faith, of offences under the Corruption Acts, 1889 to 2010. The Act also provides that reports of suspected offences can be made on a confidential basis to "a confidential recipient". Colorman's provision for a whistle blowers channel is through the company O'Hanrahan & Co Solicitors who will hear submissions in full confidence.

Employees are not permitted to accept any gifts, loans, favours from any competitor, or any person or Company doing business with Colorman that would constitute, or be perceived as constituting, a conflict of interest. When a staff member visits a customer or supplier site they are expected to observe all site operational regulations and to cooperate with the requirements of the

Supplier or customer and his/her delegated representatives. Failure to comply with this may result in disciplinary action.

Flexibility

As part of a working environment and ethos, you will be required to display flexibility in your position and you should be prepared to undertake any other appropriate work as may be assigned to you and for which you may be required to perform by your supervisor/line manager. Flexibility of employees is fundamental to the continuing progress of the Company. In order to meet our operational needs, staff may be required, from time to time, to assume different or additional duties and responsibilities, either on a full-time or temporary basis. Such duties and responsibilities will normally be reasonably commensurate with the employee's capabilities and skills, and appropriate training will be provided if required in these circumstances. From time to time, staff may be required to transfer to other locations, within a reasonable distance from their main place of work. All employees are encouraged to devote as much of their time, attention and ability, as is reasonably required, for the performance of their duties. Employees may be asked to work outside normal hours of work for specific reasons.

Hygiene and Cleanliness

Colorman (Ireland) Ltd requires high standards of personal hygiene and cleanliness in all aspects of work and the working environment.

Food and drinks are prohibited from the factory floor with the exception of water taken from the dispenser units.

Working Hours

The working hours of employment will be agreed with employees at the commencement of their employment. These will be set out in your individual contract of employment. Working hours are to be used solely for conducting Colorman related business as per your terms of employment contract. The company reserves the right to change your working hours.

The Company will endeavour to give as much advance notice as is possible prior to changes in shift patterns, working hours & will be based at all times on Customer requirements. Hours of work will be in line with the provisions of the Organisation of Working Time Act 1997.

Remote Working (Hybrid)

Remote working (Legislation: Work Life Balance and Miscellaneous Provision Act 2023)

Due to the nature of our business, only certain departments are able to accommodate remote or flexible working arrangements. In accordance with current legislation, employees become eligible to apply for remote working after completing six months of service, unless alternative arrangements have been agreed as part of the initial terms of employment.

All applications must be submitted in writing or by email. The company will provide a response within four weeks and is obliged to give all requests fair and reasonable consideration.

Employees are generally expected to maintain an on-site presence for three days per week. The company will also consider requests from employees who wish to group their on-site or remote days together at specific times of the year, subject to operational requirements.

Probation

All newly recruited employees must complete a satisfactory probation period, the duration of which will be determined before you commence employment. This will be a minimum period of at least six (6) calendar months (in some cases the probationary period may be longer so refer to your contract of employment). The probationary period is a time for you to learn the job requirements and demonstrate the skills and abilities to perform the duties assigned. To complete the probationary period, you must have demonstrated satisfactory performance in the position. Before your probationary period has been completed, you will have a review meeting with your line manager to discuss your performance, and, if appropriate, to clarify any areas of concern which may remain relating to your employment.

At that stage, the line manager will decide to either confirm your contract, extend your probationary period beyond the stipulated period (this will be limited to a maximum of ten (10) calendar months' probation from the start of employment), to further evaluate your performance over a slightly longer period of time or not proceed beyond probation. If satisfactory levels of performance have been achieved, your contract will be confirmed and written confirmation will be issued to you. In the case of a fixed term/specified purpose contract you, will continue working until the end date specified on the contract or the completion of the specified purpose set out in your contract, subject to the early notice clause not being invoked by either party. Probation is regarded as suspended during any absence period, including both maternity and additional maternity leave, and the proportion of un-expired probation must be completed on return. The company reserves the right to end the contract at any time during the probationary period.



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Management reserves the right to terminate your employment at any time during the probationary period, or extend your probationary period, should you fail to meet the required standard of work and conduct. Normal disciplinary procedures will not apply. If such a situation occurs you will be given the notice you are entitled to under Minimum Notice and Terms of Employment Acts 1973-2001 unless your employment is terminated on grounds of serious misconduct. If the latter occurs you will be instantly dismissed and you will not receive any payment in lieu of notice. The company at all times reserves the right to pay your basic salary in lieu of notice. During the probationary period annual leave will be accumulated on a pro- rata basis of entitlement, and any holidays agreed to be taken in this period must be taken in line with such pro-rata entitlement.

Resignation

Should you wish to resign then you must notify your line manager, in conformity with your individual terms of employment. Staff should note that accrued annual leave might not be taken in this period.

The resignation must be in writing and given to your line manager. On acceptance of notice, an official leave date will be mutually agreed. The notice period will normally be 2 weeks (unless otherwise agreed by the Company). The Company will then pay the employee in lieu for any outstanding annual leave which has not been taken in their final salary payment. You agree that a sum in respect of any annual leave taken in excess of entitlement as at the date of termination will be deducted from your final salary. Final salary payments will be made to your bank account in the usual way. A P45 and final salary advice will be forwarded. The Company reserves the right to make an appropriate payment in lieu of notice.

The Company only verifies employment data and is under no obligation to provide an employment reference or testimonial for leavers. Except where required by law, the Company will not release any additional information from the personnel files of past or present employees without the written permission of the employee about whom the information is requested.

Data Protection

The Company will hold and collect data in relation to you in your employment. This is for the purpose of administration and management and also in compliance with applicable laws and regulations. The company is committed to 1-keeping all personal information confidential and secure 2-making sure the information is accurate, up to date and as complete as possible 3-removing

Issued and approved by:



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irrelevant information as necessary. All data will be treated with the utmost confidentiality. Information will not be disclosed to any external party without your consent except where it is necessary to comply with statutory requirements or where an organisation is acting on behalf of the company. Internally the information may be available to your line manager and/or members of the senior management team as circumstances dictate. All personal information regarding your employment may be held on computer and also in your personnel file. You may at any time request access to information held about you; any such requests should be made to your line manager and access will be provided within a reasonable period.

Change of Personal Details

Please inform your line manager in writing, of any changes to the following personal details:

- Address or telephone number.
- Marital status (including new name if applicable).
- Dependants.
- Next of kin.
- Bank account details.

It is your responsibility to ensure this information is up to date.

There are a number of CCTV cameras installed on our premises. The data recorded by these cameras is, in general, used for security purposes, however, you should be aware that this does not preclude the Company from using any data collected by Company cameras, should it be required used as part of a disciplinary or health and safety investigation subject to normal procedures. The locations of the cameras will be visible/obvious to you but if you are unsure of their exact location, please ask your Line Manager to show you exactly where they are located.

It may from time to time be necessary to disclose your personal information to third parties, including (but not limited to) payroll processors, pension brokers/trustees, or insurers. It may also be necessary to disclose information in order to comply with any legal or regulatory obligations. The Company takes all reasonable steps as required by law to ensure the safety, privacy and integrity of your personal information. The Company may need to share personal data including sensitive personal data with other related entities which are based abroad. This may involve a transfer of data, including your personal sensitive data to a country which may not have the same data protection laws as Ireland. The Company will process all such data in accordance with the

applicable data protection legislation including the Data Protection Acts 1988, 2003 and 2018.

Car Parking

When available and at the discretion of Colorman, staff are permitted to use unoccupied car parking spaces in the perimeter and forecourt of Colorman's buildings. Parking must be carried out responsibly and staff must be aware that they are using the available car parking spaces at their own risk.

Parking directly outside the SPU/SPV unit is prohibited.

Breathalysing & Drug Testing

The company is committed to providing a safe and productive workplace for its employees. Colorman (Ireland) Limited reserves the right to carry out breathalysing or drug testing on any staff member involved in an accident. In order to ensure the safety of the general public, Colorman shall carry out random breathalysing and drug testing of any personnel whose employment activities involve the use of public road vehicles e.g. fork lift trucks, vans or other company vehicles. Working while under the influence of prescription drugs that impair performance is prohibited. Being under the influence of illegal drugs, alcohol or substances of abuse on company property is prohibited. Substance abuse (the abuse of drugs or alcohol) may have serious adverse effects on your health and job performance. If any staff member is found to be abusing drugs or alcohol may be subject to disciplinary action, up to and including termination of your contract.

Right to Search

It is a condition of employment that any employee, may at any time, be searched by a member of Security. The Company has the authority to search an employee, an employee's belongings, including their motor vehicle when they are entering or leaving the Company's premises. The Company reserves the right to search any desk, file, computer file, email, telephone voice mail, locker, cabinet, or other container provided to employees by the Company regardless of whether secured with a personal or a company-issued lock or password. When removing items from Company property employees must obtain permission from their Line Manager.

All searches will be conducted in a respectful and professional manner by security staff. An employee is entitled to ask for a Search to be carried out in the presence of a witness and conducted by someone of the same gender as the employee being searched. An employee who refuses to co-operate fully with any search request or is found to be in possession of any property belonging to

the Company or to any party other than the employee being searched may be liable to disciplinary action up to and including dismissal.

Mobile Phones

Use of Mobile phones is prohibited. Personal mobile phones should be switched off in the working environment. Any person caught using a mobile phone during the course of their work will be subject to disciplinary proceedings. Personal mobile phone use is permitted during allocated break time as long as this privilege is kept to a minimum, is not abused and does not disrupt the working environment.

We recognise that it may occasionally be necessary for members of staff to make/receive personal calls using the Company telephone system. This is acceptable, provided calls are short, do not interfere with your work commitments, there are no customers present and long-distance or international calls are not involved. Staff are not permitted to contact any inappropriate agencies using Company phones for e.g. competition lines, radio stations etc. Please be aware that abuse of this facility may lead to disciplinary action. Where calls are made outside the State, or there are an excessive number of local calls made, or inappropriate calls are made the cost of these calls will be charged to the individual concerned. You agree that the cost of any such calls will be deducted (on receipt of invoice/call charges record) directly from your salary at source in the month following any highlighted abuse.

Wireless Headphones/Earbuds etc.

The use of personal earbuds, overhead earphones and in ear headphones is prohibited.

Why is it prohibited?

- Loss of focus
- Decreased vigilance
- Isolation from surroundings
- Decreased responsiveness
- Collision risk
- Warning calls



In Colorman's context, not being able to hear instructions from co-workers e.g. stop the feeder, watch out behind you, the floor is wet, help, machine alarms, etc. Most also require the use of mobile phone which is distracting and also prohibited as required by our Security Policies.

The use of phones or headphones poses a risk for you can your co workers

Email and Internet Policy

The purpose of this policy is to ensure the proper use of the Company computers and Internet connections. You should be aware that the Company has the right to monitor all communications and downloads that pass through its facilities, at its sole discretion. Any information retained on Company facilities may be disclosed to outside parties including the Gardai if required. If there is evidence that you are not adhering to the guidelines set out in this policy, the Company reserves the right to take disciplinary action up to and including dismissal and/or legal action.

Personal usage of email/Internet

The Company internet/email access is for specific business use during the working day, relating to your role within the Company. The Company allows personal use (subject to the regulations listed below); however, this use is strictly permitted on the basis that it is not excessive and is limited to break times only. Abuse of this provision may result in termination of access to this service and disciplinary action up to and including dismissal following investigation.

A. Internet Use

Examples of prohibited usage include, but are not limited, to:

- Using the Internet for any illegal purposes, engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment.
- Representing oneself as another person or using the Internet to transmit obscene, threatening, or harassing materials.
- Viewing, displaying, or printing explicit graphical images.
- Violating copyright laws.
- Receipt of harassing, sexually explicit, threatening or illegal information including offensive jokes or cartoons.
- You may not use Company internet facilities for personal or commercial advertisements, solicitations or promotions.
- You may not download or use material from the Internet or elsewhere in violation of software licenses, or the copyright trademark and patent laws. You may not install or use any software obtained over the Internet without permission from the IT Department.

B. Email Use

You should be aware that all messages distributed via the Company email system, even personal emails, are Company property including anything you create, store, send or receive on the Company email system. From time to time

emails can be monitored, without prior notification, if the Company deems this necessary. If there is evidence that you are not adhering to the guidelines set out in this policy, the Company reserves the right to take disciplinary action including suspension, termination of employment and/or legal action.

When using the email system – it is prohibited to (but not limited to):

- Send or forward emails containing libellous, defamatory, offensive, racist or obscene remarks or content. If you receive an email of this nature, you must promptly notify the managing director
- Send unsolicited email messages or chain mail.
- Forge or attempt to forge email messages, or disguise or attempt to disguise your identity when sending mail.

Duty of care

- Users must take the same care in drafting an email as they would for any other communication. Email is neither a secure or confidential form of communication. You must ensure that sensitive or confidential information is communicated by an alternative, more secure means as appropriate (e.g. post).

The company reserves the right to monitor/ and/or record the activities of all users using its computer systems. This may mean that any activity including emails etc. may be intercepted, analysed and read if necessary. Any such monitoring will be undertaken consistent with current Data Protection Legislation. Please also refer to Security Policy.

Lay-Off/Short time

While it is the company's intention to provide continuity of employment there may be circumstances outside the company's control which may necessitate lay-off, short time or reduced working hours. Should the need arise to lay off employees or put them on short-time or reduced working hours, the company will give as much notice as is reasonable in the circumstances. Employees will only be paid for actual hours worked during such periods.

Dress Code

Employees should ensure that they adhere to the highest standards of personal appearance at all times and dress in clothes that are suitable for the work situation. Any requirements for health and safety should be adhered to at all times.

Social Media Policy

This policy on social media must be read in conjunction with other employee policies. Particular attention is drawn to the dignity at work, equality, bullying

and harassment, internet, email usage, data protection, and business confidentiality policies, all of which are applicable to social media usage. This policy applies to all employees. Social media is the collective term referring to social and professional networking sites (for example Facebook, LinkedIn), microblogs (such as Twitter), blogs, wikis, boards and other similar online fora and the policy extends to all such sites and incorporates any future developments of such media. Breaches of this policy will be investigated and the Company retains the right to take disciplinary action, up to and including dismissal.

Social media usage is not permitted in the workplace during working hours. Therefore, staff are prohibited from participating in social networking websites during working hours or using the Company's equipment and are not permitted to:

- register with such sites;
- access any personal account you may have on such sites;
- access other people's accounts on such sites;
- post comments on any social media sites;
- use the Company's name, logos, images or comment on the Company's customers, clients, or business.

All IT resources are the organisation's property dedicated to achieving our business objectives. Inappropriate use is not acceptable.

The Company recognises that employees use social media tools as part of their daily lives. Employees should always be mindful of what they are posting, who can see it, and how it can be linked back to the Company and work colleagues. All employees should be aware that the Company regularly monitors the internet and social media in reference to its work and to keep abreast of general internet commentary and industry/customer perceptions. The Company does not specifically monitor social media sites for employee content on an ongoing basis; however employees should not expect privacy in this regard. The Company reserves the right to utilise for disciplinary purposes any information that could have a negative effect on the Company or its employees, which management comes across in regular internet monitoring, or is brought to the Company's attention by employees, customers, members of the public etc.

All employees are prohibited from using or publishing information on any social media sites, where such use has the potential to negatively affect the Company or its staff. Examples of such behaviour include, but are not limited to:

- publishing material that is defamatory, abusive or offensive in relation to any employee, manager, office holder, shareholder, customer or customer of the Company;
- publishing any confidential or business-sensitive information about the Company;
- publishing material that might reasonably be expected to have the effect of damaging the reputation or professional standing of the Company.

Enforcement

Non-compliance with the general principles and conditions of this social media policy and the related internet, email and confidentiality policies may lead to disciplinary action, up to and including dismissal.

This policy is not exhaustive. In situations that are not expressly governed by this policy, you must ensure that your use of social media and the internet is at all times appropriate and consistent with your responsibilities towards the Company. In case of any doubt, you should consult with the IT Department. Monitoring of internet usage by the company applies to personal use as well as normal business use.

Training and Development

Colorman is committed to training and developing its people and encourages all employees to take every opportunity to develop themselves to their full potential. If you find a training/development opportunity you would like to explore discuss this with your line manager.

Timekeeping

It is important that employees arrive to work in good time. If you know that you are going to be unable to attend work or will be late, please contact your line manager immediately. Working in a team means that everyone has an important role to play at all times, being late means that an employee cannot carry out his/her role to the best of his/her ability. Lateness may result in disciplinary action being taken against you and persistent lateness may result in disciplinary action up to and including dismissal.

Personal Property

The Company will not be responsible for loss or damage to employees' property, including motor vehicles, bags etc., on Company premises. Employees should report all property, lost or found to your Line Manager. It is each employee's responsibility to take all the necessary steps and reasonable precautions to follow all Company security guidelines ensuring that their belongings are safe.

Intellectual Property

IP” means all intellectual property rights of whatever nature, including copyright (present and future), moral rights, patents, trade marks, design rights and database rights (whether or not any of these is registered and including any applications for registration of any such rights), know-how, confidential information and trade secrets and all rights or forms of protection of a similar nature which may exist anywhere in the world.

You will immediately disclose to the Company any discovery or invention or process or improvement in procedure made or discovered by you (whether or not in conjunction with any other person or persons) whilst in the employment of the Company (“Inventions”). All Inventions will belong solely to the Company (or in certain cases, the client of the Company) or such other person, persons or company as the Company may nominate for the purpose. Any IP developed in whole or in part by you in connection with your employment with the Company will immediately vest in the Company (or a nominee of the Company where the Company requires) absolutely.

If required to do (whether during or after the termination of your employment) you will without charge and at the expense of the Company apply or join in applying for letters patent or other form of protection for any IP referred to in this Clause and execute all instruments and do all things considered necessary in the absolute discretion of the Company in relation to the said IP including vesting all right and title to such IP when obtained in the Company (or its nominee) as sole beneficial owner, or in such other person as the Company may require.

You irrevocably appoint the Company to be your attorney in your name and on your behalf to execute and do any such instruments or things and generally to use your name for the purpose of giving to the Company (or its nominee) the full benefit of the provisions of this Clause. A certificate in writing signed by a Director or the Secretary of the Company that any instrument or act falls within the authority conferred will be conclusive evidence that such is the case in favour of a third party

SECTION 3

Leave and Benefits

Annual Leave

The annual leave year commences on January 1st and ends on December 31st of that year. The timing of the leave is subject to the needs of your work. Holidays are in accordance with the Organisation of Working Time Act, 1997. w

Permission to take annual leave must always be secured in advance from your supervisor/line manager. Where possible, leave longer than 1 week should be booked at least 1 month in advance, and any leave less than 1 week should be booked at least 1 week in advance. All holidays must be taken within the calendar year. Annual leave may not be taken all together and must be spread over the full year. If you require more than 2 weeks at a time you must seek approval from the General Manager.

While every effort will be made to accommodate employees in their wish to take annual leave at a specified time, the timing of holidays must be discussed and agreed in accordance with the needs of the Company before they are arranged. If holidays are booked without first getting the agreement and approval of your line manager, any booking costs will not be reimbursed. Company staffing requirements will ultimately dictate the viability of entertaining holiday requests. During busy periods annual leave permission may be limited and/or refused or moved to another date for operational reasons, if necessary. When approved, it is the responsibility of the line manager to communicate the annual leave to the relevant affected personnel.

In order to cover for a number of additional company closed days during the year such as Christmas Eve and between Christmas and New Year's Day (if required), staff must ensure they retain enough annual leave days to cover for such Company closed days. Notifications of the periods of holiday closures in the Company are posted on the notice boards.

Public Holidays

In addition to annual leave there are 10 public holidays, as follows:

- New Year's Day
- St Brigid's Day in February
- St Patrick's Day in March
- Easter Monday
- First Monday in May

- First Monday in June
- First Monday in August
- Last Monday in October
- Christmas Day
- St Stephen's Day

If a public holiday falls on either Saturday or Sunday, then the following Monday after will be designated as the holiday.

Bereavement Leave

Colorman Ireland Limited gives special leave with pay in the case of death of an immediate family member of an employee within the normal working week.

- Three days paid leave are given in the case of death of a spouse or partner, or a child, parent or brother/sister.
- Two days paid leave are given in the case of death of another close immediate family member such as grandparents, or parents in law.

Maternity Leave

Arrangements for maternity leave will be in accordance with the provisions of the Maternity Protection Acts 1994 and 2004.

As a pregnant employee you are entitled to 26 weeks maternity leave around the time of birth of your child and an additional leave period up to a maximum of 16 weeks following consultation with you and management. The leave must commence at least 2 weeks before the end of the (medically certified) expected week of confinement and must continue until at least 4 weeks after the baby is born. Maternity leave is for a minimum period of 18 weeks.

Notification of Maternity Leave

All applications for maternity leave should be made, in writing to your supervisor/line manager as early as practicable but not later than 4 weeks prior to the anticipated date of maternity leave. A Doctor's certificate confirming the pregnancy and anticipated date of confinement should be presented with the application for maternity leave.

Your employment rights while absent on maternity leave are not affected, i.e. you retain your rights to public holidays and annual leave.

If you wish to take additional maternity leave this must be confirmed in writing 4 weeks before the end of the maternity leave period. When returning to work you should give 4 weeks' notice of your intended return to work date.

Ante Natal/Post Natal Care

Female employees are entitled to time off for antenatal and postnatal care. This applies during pregnancy and for 14 weeks after the date of confinement. However, such leave is only for medical or related appointments. That is, it does not cover relaxation classes or treatment where no examination or test is involved. An employee is entitled to such time off from her work during normal working time as necessary to enable her to keep her appointment. With the exception of the first antenatal appointment during pregnancy, entitlement to time off for natal care leave is subject to the employee:

- a) Giving Colorman Ireland Limited written notification of the date and time of the appointment which the time off relates, as soon as practicable but no later than 2 weeks before the date of the appointment, and
- b) Producing for inspection, on request, an appointment card or other appropriate document on which both the date and time of the appointment and, in the case of ante natal care, confirms the pregnancy or specifies the expected week of confinement, or in the case of post-natal care, the date of confinement.

There is no entitlement to maternity leave if pregnancy is for less than 24 weeks. Full maternity leave is allowed however, where the individual is pregnant for at least 24 weeks.

Where the birth occurs later than expected and an employee has less than 4 weeks maternity leave left after the birth then the employee can extend her maternity leave by one week for each week that the birth is overdue subject to a maximum of 4 weeks. The employee must inform Colorman Ireland Limited in writing as soon as possible if this occurs. The company reserves the right to refuse payment for time off to employees where there is an abuse of procedure and any such abuses will be dealt with under the Disciplinary Procedure.

Fathers have a once-off right to paid time off work to attend the 2 antenatal classes immediately prior to the birth. This entitlement does not extend to every pregnancy while the woman is in employment – it is only a once-off right.

Paternity Leave

The Paternity Leave and Benefit Act 2016 provides 2 weeks' Paternity Leave to an employee who is a relevant parent in relation to a child. This leave is

provided to enable him or her to provide or assist in the provision of care to the child or to provide support to the relevant adopting parent or mother of the child.

Paternity leave may be taken at any time within the 26 weeks following the birth or adoption placement. To avail of Paternity leave you should let your line manager know, in writing, that you intend to take paternity leave and provide your intended dates no later than 4 weeks before your leave. You will be required to provide a certificate from your spouse or partner's doctor confirming when your baby is due, or confirmation of the baby's actual date of birth if you apply for leave after the birth has occurred. In the case of adoption, you must produce a certificate of placement in relation to the child.

Paternity Leave Procedure

- Notify your line manager as soon as reasonably practicable of your intention to take Paternity Leave so that you can be advised of your rights, obligations and entitlements. It also helps the Company plan to cover your work during your absence.
- Provide your line manager with a medical certificate confirming when your baby is due/date of birth or in the case of adoption, confirmation of the expected date of placement.

To apply for "Paternity Benefit" you will need to get a Paternity Benefit Claim Form which can be obtained from the Department of Social Protection website www.welfare.ie. The employer's section of the form will be completed by the Company. This can be submitted online at www.mywelfare.ie. (Please note the relevant parent must have a Public Services card to apply for Paternity Benefit)

- Notify your line manager, in writing using the "Paternity Leave Application Form", of your intention to take Paternity leave, no later than 4 weeks before your intended leave.

Postponing Paternity Leave

The Paternity Leave Act provides for postponement of paternity leave. For example, if the birth is later than expected or if the date of placement of an adopted child is postponed, you may postpone the date of the leave. If you are sick before your paternity leave starts, you may postpone the paternity leave until you recover, however, you should notify the Company in writing and provide evidence of your illness. If your baby is hospitalised, you can also request, in writing, to postpone all or part of your Paternity leave.

Commencing Paternity Leave Early

Where the birth of the child occurs 4 or more weeks prematurely, the employee must notify the Company of their intention to commence paternity leave, in writing, within 7 days of the birth.

Payment while on Paternity Leave

While on paternity leave, staff should apply to the Department of Social Protection for “Paternity Benefit” (see above). Payment of wages during the paternity leave period will be suspended until the return to work date.

Parental Leave

Parental leave provides for unpaid leave from work to parents to look after their young children to a maximum age of 8 years. In the case of an adopted child who is aged between 6 years and 8 years at the time of the adoption, the leave must be taken within 2 years of the adoption order or if the child concerned has a disability the leave must be taken before the child reaches 16 years of age or ceases to have that disability or any other disability (whichever occurs first). All employees who have completed one year's continuous service on the date the parental leave is due to commence are entitled to 14 weeks unpaid parental leave. Parental leave may be taken as a continuous block of 14 weeks or two blocks of six or more weeks with a minimum of 10 weeks between each block. An employee must give written notice of their intention to take parental leave not later than 6 weeks before the commencement of the leave. Employees may be required to provide evidence of his or her entitlement to parental leave. Once notification of the intention to take parental leave has been made a confirmation document must be prepared which includes date on which leave will commence, duration of leave, manner in which leave will be taken. Signature of employee and employer. Management may decide to postpone leave for up to 6 months if satisfied that granting leave would have a substantial adverse effect on the operation of the business. Parental leave may be terminated if there are reasonable grounds to believe that it is being used for a purpose other than taking care of the child concerned.

Force Majeure Leave

Where a serious domestic situation for an employee occurs involving a member of the immediate family, or a parent or relative who is principally dependent on the employee, and where immediate presence is required; special force majeure leave is available to cater for such situations on up to 3 occasions in a single year or up to 5 occasions in a three year period. A written statement of the domestic situation requiring such leave must be provided to Colorman Ireland Limited within a reasonable period after the event.

Sickness and Absence Policy

Colorman attaches great importance to full attendance at work. It is vitally important that absences are kept to an absolute minimum and that there is a consistently high level of attendance from all staff, that said the covid-19 pandemic raised awareness of the necessity to protect co-workers from viral contagion and must be considered by affected personnel. The Company recognises that from time to time, an employee may suffer from illnesses that will result in them being unable to attend work. Colorman asks all employees to think of the consequences of absenteeism e.g. an extra burden on fellow workers, lost production, disruption of service to customers and additional costs to the Company. Employees should only be absent from work if they are unwell, taking an approved holiday, or have their Manager's permission. Unauthorised absence is a serious disciplinary offence.

Notification - Should you be unable to attend for work, due to illness or any other reason, you must inform your line manager as soon as possible but no later than within four hours of your normal starting time on the first day of absence. If you are unable to do so you must arrange for someone else to notify your line manager. You should also contact your supervisor/line manager for each day of illness thereafter or until a medical certificate is received. If you are at any time prevented from discharging all your duties for a period of two consecutive days, a satisfactory certificate will be required from your doctor which will indicate a particular diagnosis giving reasons for and anticipated duration of your absence. At that point you should claim Social Welfare Illness Benefit. In the case of prolonged illness, weekly sick certificates should be submitted. It is vitally important that the employee keeps in regular contact with your line manager in order to keep the Company fully updated about their situation. The Company will also maintain regular contact with the employee. You should be aware that a poor record of attendance may lead to disciplinary action up to and including dismissal.

Payment of sick pay

Policy governing sick payments in Ireland is constantly changing; check in with your manager to find out the current practices, Colorman will abide by these national agreements.

At the time of publication; since 1 January 2023, you have a right to 3 days' sick pay a year. This is called statutory sick pay (that means the legal minimum). Sick pay is paid by your employer at 70% of your normal pay up to a maximum of €110 a day, for **certified leave** only.

It is proposed to increase the entitlement to

5 days for 2024
7 days for 2025 and
10 days for 2026.

Medical Certificates and Return to work

If absence due to illness exceeds three working days, then you must submit a medical certificate signed by your doctor. A medical certificate presented to Colorman Ireland Limited must contain the following information:

- date of examination by the doctor
 - date of issue
 - state that you are unfit for duty
 - state the probable duration of the illness
- contain the doctor's signature

On return to work after illness, you must report immediately to your supervisor/line manager with a certificate of fitness, or in the case of his/her unavailability, to another supervisor/line manager.

Your supervisor/line manager must receive the medical certificate no later than the third day of absence.

Certificates must be submitted on a weekly basis thereafter unless you are informed otherwise in the case of long absences due to illness.

If you are ill and you intend to leave the place in which you normally reside during the working week, you must notify Colorman Ireland Limited of the new address.

Referral to a doctor appointed by Colorman Ireland Limited

Colorman Ireland Limited reserves the right to refer an employee who is absent through illness to a doctor nominated by Management. This doctor will be required to make his/her report to Management and will be paid for by Colorman Ireland Limited.

Carers Leave

Carers Leave will be granted in accordance with the terms and provisions of the Carers Leave Act 2001.

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 need continual supervision in order to avoid danger to themselves or others.

Employees will be considered eligible to apply for Carers leave if

1. They have completed 12 months continuous employment with the company.
2. The person they wish to look after is considered a “relevant person”.
3. The employee will be providing full time care to the “relevant person”.
4. The employee has provided the company with a decision from a deciding officer from the Department of Social Protection.

The Department of Social Protection will be responsible for ascertaining the validity of applications to avail of Carers Leave. Leave will be taken in either one continuous period or 104 weeks or one or more periods the total of which amounts to no more than 104 weeks. An employee who proposes to avail of Carers Leave must give written notice that they will be taking leave not later than six weeks before the date they are due to leave.

The notice must include

- The proposal to take carers leave.
- The date when leave will commence.
- The manner in which it is intended to take the leave.
- Confirmation that an application has been made to the Department of Social protection that the person to be cared for is a “Relevant Person”.

An employee who is on Carers leave must give notice in writing to the company of his/her intention to return to work not less than 4 weeks before the date when he/she intends to do so. An employee while on carers leave will be regarded as still being in employment and none of their rights relating to employment will be affected. Any employee on carers leave will be unpaid by the company but will continue to accrue annual leave and public holiday entitlement for up to 13 weeks.

Adoptive Leave

The company is committed to providing employees with the necessary support and leave to adoptive employees. Unpaid adoptive leave of 24 weeks is available to adoptive mothers. The Department of Social Protection provides the payment of an adoptive leave benefit for employees taking statutory adoptive leave. An employee or sole male adopter may elect to take up to 16 weeks additional adoptive leave. An adopting mother must notify the company in writing of their intention to take adoptive leave no later than 4 weeks of the expected date of placement. If you wish to take the additional adoptive leave of

16 weeks you must inform the company no later than 4 weeks before your expected return to work date.

Retirement and Pension Policy

The company retirement age is 65. Staff are encouraged to join the company pension scheme (currently Zurich) immediately on commencement of employment (from the 1st of January 2026). Full details of the schemes including an explanatory booklet and payroll deductions authorisation form are available on request from your line manager.

Jury Duty

Serving on a jury is an important civic responsibility. If you are asked to serve on a jury, Colorman Ireland Limited will ensure that you incur no loss of basic income. Your supervisor/line manager must be notified in advance of your absence. A letter from the Court Clerk must be provided as proof of attendance at Court. If it is declared essential that you remain at work your supervisor/line manager will submit a request to the appropriate authorities to have you excused from such service.

Leave for Subpoenaed Appearance

The Company will release employees for the purpose of appearing in court as a witness. This leave will be unpaid. As a court witness, the employee may be entitled to witness expenses. He/she should contact the party that they are acting as a witness for and confirm what their expenses are. It is expected that the employee will return to work during any portion of the day not spent on this particular duty. A copy of the summons or letter from the solicitor must be furnished to your line manager before leave for Subpoenaed Appearance.

Section 4

Disciplinary Procedure (including dismissal)

Disciplinary Procedure

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

All employees of the Company, who have completed their probationary period, are covered by this policy. Before the start of any stage in the procedure, you will be told of the nature of the complaint against you and no decisions will be made without you having been given the opportunity to fully state your case. At all stages of the process, you will be made aware of the standard of performance that is expected of you and any necessary assistance to achieve these levels. The Company reserves the right to commence disciplinary action at the stage of the procedure most appropriate to the matter at hand. You have the right to appeal against any disciplinary action that is taken against you.

The aim of our Disciplinary Procedure is to ensure adherence to the Company's rules, policies and procedures and to aid employees whose performance, attitude or conduct falls below Company standards.

Issues will always be fully investigated and discussed before any decision concerning disciplinary action or dismissal is taken. The general principles of natural justice and fair procedures will be upheld at all times. You may be suspended on full pay at any time or re-assigned or relocated to another business unit or work location in the course of the Disciplinary Procedure. The procedure outlined below may be abridged or varied by the Company at its discretion or as circumstances may dictate. When you are asked to attend any meeting of a disciplinary nature you may be accompanied by a Company colleague or union representative or any other person of your choosing.

Verbal Warning

In cases of minor infringements you will be requested to attend a meeting with your Line Manager or another member of management. However, if the manager feels that aspects of your performance or conduct are below standard you will receive a verbal warning. This warning will outline the improvements that must be made and that if those improvements are not made within a 3 month period then the next step of the procedure will be implemented. This warning will remain active for 6 months. If the conduct or performance is satisfactory after this period it will be removed and it will be disregarded for future disciplinary purposes. If there is a further allegation relating to conduct or performance within the 6 month period or if conduct or performance is not improved after the formal verbal warning the next step of this procedure will be implemented.

First Written Warning

Where your performance or conduct does not improve within the required time frame, you will be requested to attend a meeting with a member of management. At the meeting you will again be informed of the allegation relating to the performance or conduct which is below standard. If it is felt that further action is required you will receive a first written warning.

The warning will advise of the improvements that are required and that if these are not made that the next step in the procedure will be implemented.

This warning will remain active for 12 months. If the conduct or performance is satisfactory after this period it will be removed and it will be disregarded for future disciplinary purposes. If there is a further allegation relating to conduct or performance within the 12-month period or if conduct or performance is not improved after the first written warning the next step of this procedure will be implemented. Depending on the nature and seriousness of the offence a first written warning may be given where no previous verbal warning has been given.

Final Written Warning

Where your performance does not improve within the required time frame, you will be requested to attend a meeting with a Senior Manager or another member of management. At the meeting you will again be informed of the allegation relating to the performance or conduct which is below standard. If it is felt that further action is required a final written warning will issue. The warning will advise of the improvements that are required and that if these are not made that the next stage in the procedure may lead to dismissal. Consideration may be given to imposing alternative penalties to a final written warning such as suspension with or without pay for a specified period. In more serious cases

where no verbal or written warning have previously been given, a final written warning may be issued.

Dismissal

The Dismissal Stage applies normally after the completion of the first three stages, if your conduct or performance is still not acceptable to the Company. This stage may also be implemented in certain circumstances involving Serious Misconduct. You will be requested to attend a meeting with a Director or Senior Manager. You may have another employee present or union representative or another person of your choosing at this meeting if you so choose. Action will only be taken after a full investigation and once you have had an opportunity to answer the allegations. If it is felt that action is required you will then be dismissed.

Appeal

You may appeal against any warning. Any Appeal should be made in writing addressed to the person whose decision you are appealing. The Appeal should set out the grounds you are appealing. The Appeal will be conducted, where possible, by someone of appropriate seniority who has not been involved in the matter under appeal. Any appeal should arrive at the Company no later than 5 days after notification of the decision. You will be informed of the findings of the appeal hearing, which will either, confirm the disciplinary action already advised, alter it to more appropriate action, or reverse it, thereby cancelling the disciplinary action. The decision is final, and no further appeal may be made. If you are appealing a decision to dismiss, the appeal will not affect the actual dismissal e.g. a P45 will still issue and all salary payments and benefits will cease. However, if the outcome of the appeal is to reverse the decision to dismiss you will be treated, insofar as possible, as if you were never dismissed and any back salary and benefits will be restored to you.

Misconduct

Normally the following list of offences of misconduct will be considered as appropriate reasons for initiating disciplinary action

- Failing to follow the procedures in respect of absence due to sickness or injury.
- Minor breach of company rules.
- Minor failure to observe company policies or procedures.
- Regular unreasonable and/or unexplained absences.
- Poor time keeping.
- Poor job performance.

This list is not exhaustive and all cases will be treated individually.

Serious Misconduct

There are certain actions, which might impair the company's operations or jeopardise employee safety or our reputation. Such violations could subject a staff member to dismissal, with or without notice.

The following are examples of such actions, which could also be serious enough to warrant dismissal,

- Violent, abusive or threatening behaviour.
- Theft or in any way misappropriating company property or money.
- Malicious or wilful damage to Company property.
- Reporting to work under the influence of drugs or alcohol.
- Sexual Harassment.
- Conviction for or failure to disclose to the company any criminal offence. which may render the employee unsuitable for employment or perceived as unacceptable to other employees or customers or which is likely to adversely affect the company's interest.
- Defrauding or attempting to defraud the company, any customers, suppliers or fellow employees.
- Divulging or misusing confidential information
- Serious insubordination
- Unlawful discrimination or harassment
- Bringing the company into serious disrepute
- Causing loss, damage or injury through serious negligence
- A serious breach of health and safety rules
- A serious breach of company security procedures

This list is not exhaustive and all cases will be treated individually.

Suspension

If matters of sufficient seriousness come to light or if it is necessary to conduct a proper investigation the Company reserves the right to suspend you with pay pending completion of the investigation or, if appropriate, the disciplinary process.

GRIEVANCE PROCEDURE

The Company wishes to provide every opportunity for every employee to express themselves without fear of jeopardising their position. It is in everybody's interests to establish a clear procedure for the resolution of any issues that may arise in the workplace. Full recognition is given to the significance of personal grievances. Disputes will be dealt with in a timely manner. You have a right to have a work colleague with you throughout the grievance meetings if appropriate.

Definition of a Grievance

A grievance is any event, condition, rule or practice, which you believe violates your civil rights, treats you unfairly, or causes you any degree of unpleasantness or unhappiness on the job. A grievance may also deal with an attitude, a statement, or an opinion held by a co-worker.

Lodging a Complaint

Complaints by employees will be treated with fairness and sensitivity and in as confidential a manner as possible. The following procedure should be followed should you perceive you are subject to bullying or harassment while working with the Company.

Informal Process

While in no way diminishing the issue or the effects on individuals, an informal approach can often resolve matters. As a general rule therefore, an attempt should be made to address the allegation as informally as possible by means of an agreed informal procedure. The objective of this approach is to resolve the difficulty with the minimum of conflict and stress for the individuals involved.

If you have a problem or grievance relating to any aspect of your employment with the Company you should first discuss it on an informal basis with your Line Manager. If your grievance is of a kind you feel unable to raise with your Line Manager, you should raise the matter with a more senior manager who will endeavour to deal with your grievance(s) as soon as is reasonably practicable.

The informal procedure is as follows:

(a) Any employee who feels that he or she is being, harassed, discriminated against or bullied should explain clearly to the perpetrator(s) that the behaviour

in question is unacceptable. In circumstances where the complainant finds it difficult to approach the alleged perpetrator(s) directly, he or she should seek help or advice, on a strictly confidential basis from your line manager.

In this situation, the line manager should listen patiently, be supportive and discuss the various options open to the employee concerned. If the line manager requires assistance on how best to advise the complainant, then he/she should agree with the complainant on whom else to contact to ensure that the best possible support and advice can be provided.

(b) Having consulted with the line manager, the complainant may request the assistance of the General Manager in raising the issue with the alleged perpetrator(s).

(c) A complainant may decide, for whatever reason, to bypass the informal procedure. Choosing not to use the informal procedure should not reflect negatively on a complainant in the formal procedure. The informal procedure does not require the complainant to make a written complaint however it is advisable for all persons concerned to keep a written record of events during the informal resolution.

If it cannot be dealt with informally the formal process described below will be followed.

Formal Process

If the complainant wishes to invoke the formal procedure or the complaint is deemed by Management to be too serious for the informal procedure or an informal approach is unsatisfactory or inappropriate or if after the informal stage, the behaviour persists, the following formal procedures should be invoked:

(a) The complainant should make a formal complaint in writing to his/her immediate Line Manager or if preferred any other member of Senior Management. The complaint should be confined to precise details of actual incidents of the behaviour in question including a description of the behaviour, dates of incidents and witnesses (if any).

(b) The alleged perpetrator(s) should be notified in writing that an allegation of inappropriate behaviour has been made against them. They should be given a copy of the complainant's statement and advised that they shall be afforded a fair opportunity to respond to the allegation(s). The alleged perpetrator(s) may be suspended with pay pending the outcome of the investigation.

(c) The complaint should be subject to an initial examination by a designated member of Management, who can be considered impartial, with a view to determining an appropriate course of action. An appropriate course of action at this stage, for example, could be exploring a mediated solution or a view that

the issue can be resolved informally. Should either of these approaches be determined inappropriate or inconclusive, a formal investigation of the complaint should take place with a view to determining the facts and the credibility or otherwise of the allegation(s). A complaint cannot be dealt with under the formal procedure unless it is committed to in writing by the Complainant.

At any stage in the formal process a Company colleague or union representative or a person of your choosing may accompany you.

Investigation

- (a) The investigation may be conducted by one or more designated member(s) of Management. In certain circumstances, Management may decide that it is appropriate to appoint an external HR representative to conduct the investigation. The investigation will be conducted thoroughly, objectively, with sensitivity and appropriate confidentiality, and with due respect for the rights of both the complainant and the alleged perpetrator(s).
- (b) The investigation should be governed by terms of reference established by the Company preferably agreed between the parties in advance. If the parties fail, or are unable or unwilling to agree terms of reference within 48 hours, these will be determined by the Company.
- (c) The investigator(s) should meet with the complainant and alleged perpetrator(s) and any witnesses or relevant persons on an individual confidential basis with a view to establishing the facts surrounding the allegation(s). Both the complainant and the alleged perpetrator(s) may be accompanied by a work colleague or union representative if so desired.
- (d) A written record will be kept of all meetings and investigations.
- (e) Both parties shall receive copies of all documents furnished to the investigator(s) and upon which they rely for the purposes of their findings and/or recommendations.
- (f) Every effort should be made to carry out and complete the investigation as quickly as possible and preferably within an agreed time frame. If a time frame cannot be agreed, the Company will specify the time frame. On completion of the investigation, the investigator(s) should submit a written report to the relevant members of Management containing the findings of the investigation and the reasons for their decision. If the complaint is upheld, the report will recommend whether the Company's disciplinary procedure should be invoked. In the case of non-employees, the report will recommend appropriate sanctions, e.g. exclusion from the Company's premises.
- (g) Both parties will be given the opportunity to comment on the findings before any action is decided upon by Management.

(h) The complainant and the alleged perpetrator(s) should be informed in writing of the findings of the investigation.

Outcome of Formal Procedure

(a) Should Management decide that the complaint is well founded; the alleged perpetrator(s) should be given a formal interview at which Management will determine an appropriate course of action. Such action could, for example, involve counselling, monitoring and/or progressing the issue through the disciplinary procedure of the Company.

(b) If either party is unhappy with the outcome of the investigation, any concerns may be raised through the normal open door policy within the Company i.e. grievance procedure, but a person availing of this facility will not be entitled to refuse to participate in whatever course of action is decided upon by Management.

Victimisation

An employee will not be victimised or subjected to sanction for making a complaint in good faith, or for giving evidence or notifying the Company that the employee intends to give evidence in the course of the investigation of the complaint or any disciplinary action that may be initiated following the investigation of the complaint. In the course of investigating a complaint, the Company will make no assumptions about the guilt of the alleged perpetrator(s) and of the conduct which is the subject matter of the complaint.

Confidentiality

All individuals involved in the procedures referred to above are expected to maintain confidentiality on the subject. Due consideration should be given at all times to privacy issues which may be raised regarding venues for meetings related to Dignity at Work issues as well as the selection of attendees at such meetings. Any breach of confidentiality may result in disciplinary action up to and including dismissal.

Policy on Harassment, Sexual Harassment and Bullying (policy in line with code of practice on Bullying in the workplace WRC/S.I. No. 674 of 2020)

All staff are required to act in a responsible and professional manner to maintain a pleasant working environment free of harassment, sexual harassment and bullying. Employees should immediately report any incidents of harassment, sexual harassment or bullying. Appropriate disciplinary action will be taken against any person who violates this policy, which in the case of employees may include dismissal for serious offences or, in the case of third parties, exclusion from the Company's premises.

The following are within the scope of this policy:

- Harassment, sexual harassment by all categories of employees, co-workers, vendors, suppliers, contractors, members of the public and other on or offsite business contacts;
- Harassment, sexual harassment at Company events outside the workplace, e.g. training and work related social events;
- Different treatment of an employee because of harassment and sexual harassment at work;
- Harassment and sexual harassment of or by employees supplied by employment agencies or engaged in vocational training.

Harassment

“Harassment is any form of unwanted conduct related to any of the discriminatory grounds”.

In particular employees cannot and should not comment to others, harass, or discriminate against each other on any of the following nine grounds:

- Gender
- Marital status
- Family status
- Sexual orientation
- Religious belief or lack of religious belief
- Age
- Disability, lack of disability or the nature of disability
- Race, Colour, nationality or ethnic or national rights
- Membership or non-membership of the traveller community

Harassment may consist of a single incident or repeated inappropriate behaviour. The following are examples of inappropriate behaviour which may constitute harassment. These are examples are illustrative but not exhaustive.

Verbal Harassment e.g. jokes, derogatory comments, ridicule or song.

Written harassment e.g. texts, emails, notices.

Physical harassment e.g. jostling, shoving.

Intimidatory harassment e.g. gesturing or physical poses.

Visual displays e.g. posters, emblems or badges.

Persistent negative body language.

Ostracising or exclusion of a person.

An act of harassment may occur outside the work premises or normal working hours provided the perpetrator was acting in the course of employment e.g. at a training course.

Sexual Harassment and Bullying

Colorman Ireland Limited and its employees recognise that sexual harassment constitutes a breach of trust and confidence and is a form of sex discrimination. Colorman Ireland Limited is committed to preventing sexual harassment and bullying and will take appropriate disciplinary action should instances of harassment occur. The objective of this policy is to define what constitutes sexual harassment and bullying, to ensure supervisor/managers and employees know their responsibilities, and to outline the procedures for dealing with such unacceptable instances of behaviour.

Scope

All employees, contractors and visitors in the workplace or at work associated events such as meetings, conferences and Company social events while on or off Colorman Ireland Limited premises.

Definition of Sexual Harassment

Sexual harassment is defined by the European Commission in its code of practice as "unwanted conduct of a sexual nature, or other conduct based on sex or sexual orientation and affecting the dignity of men and women at work". Sexual harassment is behaviour that is unwelcome to the recipient. It can take the form of verbal, physical or visual harassment.

Verbal

Requests or demands for sexual favours.
Suggestive remarks.
Degrading abuse or insults.
Jokes or tricks of a sexual nature.

Physical

Gesturing of a sexual nature.
Unnecessary touching, Indecent exposure.
Actual assault, up to rape.

Visual

Displaying pornographic or sexually suggestive material in the workplace

Bullying

Bullying can be defined as unfair behaviour which is persistent or extreme and which results in a person subjected to such behaviour feeling upset, threatened, humiliated or vulnerable.

Examples of bullying behaviour are:

- Personal insults and name-calling
- Persistent unjustified criticism and sarcasm
- Public or private humiliation
- Shouting at staff in public or in private
- Sneering
- Instantaneous rage over frivolous issues
- Unfair delegation of duties and responsibilities
- Unnecessary work interference
- Making it difficult to have access to necessary information
- Aggression
- Continuously refusing reasonable requests without good reason
- Intimidation and general threats
- Social exclusion

The above list is representative only not exhaustive and should be used as guidance.

Lack of respect

Lack of respect can be shown by direct comments, sarcasm, snide remarks, inappropriate jokes or banter directed towards a colleague. It can also arise where colleagues are ignored, overlooked, avoided or shunned without good reason and in a manner likely to be hurtful or disrespectful. Jokes or comments directed at or referring to a colleague could be thought amusing by others but unpleasant, uncomfortable or hurtful to that colleague.

Procedure

It is Colorman Ireland Limited's policy that once a complaint of bullying or sexual harassment is brought to the attention of a supervisor/line manager, then it will be immediately investigated and reported upon.

Following a complaint of sexual harassment or bullying, the complaint will be processed through the company's grievance procedure. Should a case be proven, then Colorman Ireland Limited will take appropriate disciplinary action.

Colorman Ireland Limited will make every effort to safeguard the privacy of all individuals involved in the investigation.

Responsibilities

An employee who is being sexually harassed or bullied is encouraged to deal with the problem informally, by stating that the behaviour is unwelcome. Should this not succeed, it is the responsibility of the employee who has a complaint to bring the problem to the attention of their supervisor/line manager. Where this may not be appropriate the employee is encouraged to go to another supervisor/line manager or a director of Colorman Ireland Limited.

It is the supervisor/line manager's responsibility that employees are aware of the policy and act quickly and responsively in the event that an issue regarding sexual harassment or bullying is brought to their attention.

This policy is intended to ensure that Colorman protects its employees from harassment. It is the policy of Colorman Ireland Limited that all alleged incidences of sexual harassment or bullying should be brought to the attention of your supervisor/line manager or the Managing Director where it is persistent or serious, by the person receiving the complaint.

There is responsibility on all persons involved in a bullying or sexual harassment investigation to preserve absolute confidentiality as far as possible.

Malicious Complaints

If, after investigating a complaint, Management have reason to believe that the complaint was made for improper motives or maliciously, appropriate disciplinary action may be taken against the Complainant.

Equality Policy

Colorman Ireland Limited is an equal opportunities employer. This means that it does not discriminate on grounds of sex, marital status, family status, sexual orientation, religion, disability, age, race or nationality in relation to recruitment, promotion, training, access to work experience, pay and conditions of employment.

Redundancy Policy

It is recognised that circumstances may arise which leave the company with no alternative to declare redundancies.

Where employees are made redundant the prime consideration will be to protect the employment of as many people as possible, consistent with maintaining a fully efficient operation. Therefore, selection will be based on retaining key employees required to maintain an efficient operation. In the event of a redundancy situation arising the company is not bound to a “last in-first out” policy or any other specific policy. Each situation will be treated in line with the company’s business requirements based on circumstances at the time. All employees will be treated equally and selection will be carried out in a fair manner against appropriate selection criteria.

Should the need for redundancy arise, appropriate consultation with employees will take place.

Health & Safety Policy

Health and safety are regarded as matters of great importance. Colorman Ireland Limited has a Health and Safety statement which is available to all staff. You have a responsibility not to endanger the health and safety of yourself, your colleagues or visitors. Since every possible hazard cannot be listed, each individual is asked to follow safe practices and report all unsafe conditions or practices. Colorman Ireland Limited also operates a non- smoking policy on the premises staff must observe this policy at all times and in all working areas.

Colorman Ireland Limited Management consults and liaises with the Staff Health & Safety Representative on a regular basis. You should familiarise yourself with this representative as a matter of course and to whom you should address any safety concerns. Familiarisation should also be made as to which staff members are trained in first aid for any emergencies. Please contact your line manager for further details. It is important that all staff are aware of the following health and safety protocols:

- a) Do not be afraid to ask questions.
- b) Good Housekeeping is essential to the performance of quality work and keeping accidents to a minimum.
- c) Wear and use any safety devices e.g. ear plugs, safety shoes provided by Colorman Ireland Limited.
- d) Know where the first aid kits are located & where fire extinguishers are located.
- e) No one will be allowed on the premises whilst under the influence of alcohol or drugs.
- f) Walk, never run, on the premises.
- g) Use handrails on stairs.

- h) Be wary of areas where fork trucks are commonly used.
- i) Turn lights on before entering dark areas.
- j) Never carry anything that will obstruct your vision.
- k) Avoid wet, greasy, slippery floors. Clean up spills immediately.
- l) Report any unstable storage of pallets or product.
- m) Do not ride pallet trucks
- n) Keep designated areas free from product i.e. boxes, pallets of product
- o) Do not block passageways or emergency exits or leave boxes, electrical connections and cables, waste baskets etc. where they are a danger to others.
- p) Use legs, not back muscles, when lifting heavy objects (in accordance with Manual Handling Technique Course). Get help with objects that are awkward or too heavy.
- q) Repairs to equipment should only be undertaken by qualified personnel.
- r) Do not use faulty or broken equipment
- s) Take care when using shrink wrapping devices.
- t) If you suspect a piece of equipment is faulty or broken please report it to your line manager/supervisor and do not use.

The Health and Safety policy requires total commitment from all employees consistent with the following:

- Each individual has a legal obligation to take reasonable care for his or her own safety and for the safety of other people who may be affected by his or her acts or omissions.
- Complying with instructions and procedures issued.
- Reporting any serious danger to health and safety to your line manager.
- Reporting to your line manager any incidents which have or may lead or might have led to injury.
- Co-operating with any investigation to prevent accidents.
- Using equipment or substances in accordance with information or training.

First Aid

It is your responsibility to make yourself aware of the First-Aid station in your location of work. The first aid box is identified and easily accessible at all times. The exact location of the First Aid box must be known to all employees. All employees in the workplace shall be made aware of the qualified first aiders. It is Company policy that First Aiders shall be appointed who have completed and achieved a certificate of qualifications in Occupational First Aid. The Quality manager is also a trained first aider.

Stress in the Workplace

The Company is committed to promoting a supportive climate and working culture. We believe that stress should not be seen as a personal weakness and encourage employees to bring stress related issues to our attention so that appropriate support measures can be implemented. Stress can be defined as “the reaction people have to pressures or other demands placed upon them with which they feel they cannot cope”. In acknowledging the existence of stress, the Company recognises that stress can emanate from one or a combination of factors outside the workplace. Anyone that is concerned with this issue should seek assistance and discuss work related stressors.

Management of Stress in the Workplace Strategy

Management

- Will be alert to both physical and non physical stressors in their area of control and where practicable introduce measures to eliminate such factors
- Will be alert to the signs of stress in individuals and take steps to inform such individuals of the steps available to them
- Will ensure good channels of communication so that staff are confident to raise their concerns

Staff

- Staff also have a responsibility to care for their own health and mental Well being so as not to contribute adversely to their stress levels
- Maintain good health habits
- Deal with pressures before they become too severe, identify and avoid sources of stress as far as possible
- Learn to relax
- Discuss problems with your Manager, colleagues, doctor etc.

Reporting Procedure

Should any staff member feel they are being exposed to pressure leading to stress likely to adversely affect their physical/mental health and or their capacity to undertake their duties they should:

- Approach their Line manager
- The Line Manager and affected employee should discuss the issues in an honest and open manner
- The Line Manager will identify any reasonable actions they feel appropriate and inform the affected employee of their intended actions
- If an agreed course of action cannot be resolved the affected employee should take recourse to the General Manager.

Accident Procedure and Reporting

You have an obligation to report any accident/incident or anything that has come to attention during the working day that may be unsafe. If you or any of your colleagues is involved in an accident at work, it must be reported to your line manager and appropriately recorded. All accidents however minor must be recorded. This gives the company the opportunity to investigate the causes and prevent similar accidents happening in the future. In the event of a serious or notifiable accident or dangerous occurrence it is essential that Andrew Dunne Safety Officer is advised as soon as possible in order that suitable action is taken. If you see something which is unsafe and cannot correct it report it to your line manager. If you have any questions about reporting accidents or safety please speak with your line manager. If required, your line manager will direct you to an emergency clinic and record the incident in the accident log. If an accident occurs out of office hours please ring the mobile number of the General Manager or your line manager. Andrew Dunne, Quality Manager is also trained in First Aid.

In the event of an accident. The First Aider or other nominated persons must take charge of the proceeding as follows:

- Observe accident location and status of injured person.
- If there is risk of further injury move injured person to safety
- Call for immediate medical assistance or emergency service.
- See that first-aid etc., is administered as required.
- If an ambulance is called make sure exact location is given and that an ambulance can access site as near as possible to the injured person.
- Notify the General Manager.
- Establish location of hospital and appoint a suitable person to travel with the injured person.
- Notify family of injured person and if required arrange for transport for them to hospital.
- Gather all information immediately about the accident and what led up to it.
- Obtain witnesses statements; write them down as they are given.
- Take sketches/photographs of area where accident happened.

Once the injured person has been looked after the First Aider should seek advice from the General Manager on the next steps.

Personal Protective Equipment

Your job may require you to wear Personal Protective Equipment (PPE). Please ensure that you do so at all times and that it is fit for its intended use. Any

deficiencies or damaged equipment must be reported without delay. Please contact your supervisor/line manager if you require any PPE or have any queries.

Fire Safety

Fire exits are clearly marked throughout the premises and you should familiarise yourself with the exit nearest to your work place. It is company policy to hold practice evacuations during the course of the year. Fire can kill or seriously injure employees and can damage or destroy buildings, equipment and stock. As an employee you must co-operate with the company to ensure the workplace is safe from fire and its effects and you must not do anything which will place yourself or others at risk. You must inform your line manager if you discover any significant risk of fire which might affect the safety of others and co-operate with all measures to reduce/control the risks.

The following points will help reduce the risk of fire:

- Keep escape routes free from obstructions
- Regularly move any combustible waste
- Keep ignition sources away from any combustible material
- Keep workplace tidy
- Good standards of housekeeping

Lone Working

It is company policy not to have any employee lone working. A Lone Working device is available and must be worn if a worker is required to work alone in any of the Colorman buildings. Please contact your line manager to obtain this device if required.

Smoking and Electronic Nicotine Delivery Systems (ENDS) Policy

It is a legal requirement and policy of the Company that its workplaces are smoke free and all employees have the right to work in a smoke free environment. This policy covers the smoking of any tobacco product and the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, e-cigars, e-pipes etc. Smoking and the use of ENDS are prohibited throughout our workplace with no exceptions, including staff facilities. No vaping is permitted within our workplace/facilities at any time. Employees who wish to smoke and/or use ENDS can only do so during their authorised breaks and in line with the Public Health (Tobacco) Act, 2002 and 2004. It is important to note that smoking and/or the use of ENDS is restricted to prescribed break times only. Failure to comply with this policy by staff will result in serious disciplinary action been taken up to and including dismissal. The company designated smoking area is located near the entrance to Cartons.

Emergency Procedure

IN THE EVENT OF A FIRE, RAISE THE ALARM BY SHOUTING FIRE.
DO NOT PANIC.

THE AREA SHOULD BE CLEARED IMMEDIATELY LEAVING
PERSONAL BELONGINGS BEHIND.

DO NOT RUN, CLOSE ALL DOORS AND LEAVE ALL LIGHTING ON.

IF SAFE TO DO SO, THOSE TRAINED MAY USE A FIRE
EXTINGUISHER OR FIRE BLANKET TO FIGHT THE FIRE.

NOTIFY SENIOR MANAGEMENT AND PROCEED DIRECTLY TO THE
FIRE ASSEMBLY POINT.

A DESIGNATED PERSON WILL CONTACT THE FIRE BRIGADE AND A
HEADCOUNT WILL BE TAKEN.

MAKE SURE THE BUILDING IS CLEARED OF ALL PERSONS.

NO ONE IS PERMITTED TO RETURN TO THE COMPANY PREMISES
UNTIL AUTHORISED BY A MEMBER OF THE FIRE BRIGADE OR
PERSON IN CHARGE.

Fire extinguishers are provided on the premises and are regularly checked.
Employees should make themselves familiar with fire and emergency
evacuation procedures. Fire evacuation drills will be held twice per year.
Escape routes should be maintained and kept free from obstruction. All
staff should practice good housekeeping to ensure the removal of all
combustible rubbish.

Security and CCTV

Colorman Ireland Limited does not accept responsibility for loss or damage to
employee's property including motor vehicles, bicycles, bags etc. on Colorman
Ireland Limited premises. All staff must wear security ID badges. This will be
issued to you at the commencement of your employment. Colorman uses
CCTV (footage is stored for 90 days) and reserves the right to use the images
captured as part of security investigations or other policy infringements.



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Colorman uses camera recognition to 'clock on and off' the payroll system. All staff are obliged to clock on and off at the start and finish of their working day (Access via bio-metric encrypted finger print recognition discontinued after the Covid epidemic). Limited use of keypads for security gates.

Please ensure that external doors are never left open: either by jamming or otherwise. Similarly, the gates to the factory must never be left open by blocking the signal. The sharing of keypad codes to open access doors is prohibited. Office staff should never reveal any system passwords to another person. All system queries must be directed to the Financial Director.

Unauthorised use of PC's is prohibited.

Personal use of flash drive sticks or USB connections to PC's is prohibited. Privilege status of emails and communications should be maintained.

Visitors are required to 'Sign In' at the reception area and at no time should be left unattended. Non badged persons should be challenged by members of staff.

Tail gating/piggy backing is not permitted at the electric gates and staff entrances.

See **Appendix A** 'Security Policy'. Details of security obligations are defined in the Microsoft document: Supply Chain Security Policies & Requirements v10.

We hope this handbook gives you a clear picture of your responsibilities and entitlements in Colorman Ireland Limited. Should you have any questions of clarification then do not hesitate to ask your supervisor/line manager who will be available to assist with these.

This is a copy of Colorman's Quality, Safety, Environmental & Security Policy, every employee should familiarise themselves with this policy as it represents a fundamental ethos in Colorman.


COLORMAN
IRELAND LIMITED
Broombridge Industrial Estate
Broombridge
Dublin 11
Ref QM02 Rev 14.11.22

QUALITY, SAFETY, ENVIRONMENTAL & SECURITY POLICY

Colorman (Ireland) Limited is committed to the provision of quality products and services that satisfy our customer's changing needs and expectations.

We are committed to continuously improving our Quality, Safety, Environmental & Security Management System as described in our Quality Manual.

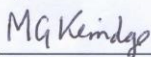
We have derived a set of Quality, Safety, Environmental & Security objectives from this policy document and defined measurable targets during our annual management review meeting. These objectives demonstrate the achievement of our planned quality, safety, environmental and security improvements.

We are committed to provide a safe and healthy work environment for all employees, visitors and contractors by eliminating hazards and reducing operational health and safety risks. To achieve this Colorman will comply with the requirements of relevant legislation, regulations and codes of practice so far as is reasonably practicable, adopt the best health and safety practices, provide management and employees with such information, instruction, training and supervision as is necessary and promote effective joint consultation between management and staff and where they exist, staff representatives.

We are committed to the protection of the environment, compliance with all applicable legal requirements and the prevention of pollution and other specific Colorman commitments.

We are committed to satisfy all applicable requirements related to information security.

The Directors of Colorman have agreed to make resources available to meet objectives that satisfy the criteria set out above. This policy is reviewed on an annual basis.

Signed:

MARK KERRIDGE
MANAGING DIRECTOR

Colorman (Ireland) Limited, 1-7 Broombridge Industrial Estate, Broombridge, Dublin 11. Tel: +353 1 882 1100 Fax +353 1 830 1171
Website: www.colorman.ie VAT Reg. No. IE6345202O. Registered in Ireland No. 325202



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Issued and approved by:

Statement from the Quality Manager

*Quality in Colorman isn't just about our printing, binding, gluing, perso, it's every other trivial daily activity in addition to our basic processes that we need to do in the same excellent way every day. It's how we write emails, clear our lines, how we count cards and tidy or areas it is fundamentally **everyone's responsibility**.*

Colorman's unique selling point is 'Quality' its how we stay ahead of our competitors and how we define our business. In order to maintain our reputation for Quality we need everyone to take care in their work, to go the extra mile, to be diligent and conscientious in their specific activities.

Never leave it for someone else to take it out, never rely on a camera to pick it up, never take short cuts Do your job well. All of our jobs are dependent on Quality, our customer take it as a given. When we make a mistake, we should only make it once and put actions in place to ensure that it never happens again.

We have a lot of good systems and verification technology but nothing takes the place of our excellent staff and their personal commitment to Quality.

Signed  _____

Colorman's FSC® & PEFC® Chain of Custody Awareness



What is FSC & PEFC:

A continuous chain system which ensures only controlled wood from sustainable forests are used.

Why use FSC & PEFC

Some customers use for 'Green' credentials, some to protect themselves from negative environmental concerns



How Does FSC/PEFC system work in Colorman

1. Customer makes it know FSC/PEFC required (appears on NPI)
2. Various FSC or PEFC paper/board are chosen which match required FSC/PEFC logo type
3. Logo is stripped in by Studio
4. Job is setup with specific 'paper type matching claim' e.g. 290g Frovi FSC Mix Credit
5. Part number setup with specific claim type i.e. 'FSC Mix Credit'
6. Colorman orders specific paper type and issues to job in question
7. Colorman produces job and as claim details are in job description they appear on our delivery docket and invoices



Important Points

Paper/board can only be ordered from suppliers who are certified to FSC or PEFC
Deliveries must be checked to ensure they match our PO and Supplier certificate details
We must only use issued paper/board for FSC or PEFC Jobs
We must report on 'claim' product i.e. where we've inserted a logo

Appendix A

Security Policy

Colorman are committed to providing our services to customers in such a way as to maintain the integrity, confidentiality and security of their products and shall endeavour to take what ever steps are necessary to prevent accidental or intentional disclosure of sensitive information.

Scope:

The scope of this policy shall comply with the requirements of Microsofts P&R document version 10.

After receipt of an update to the P&R a gap analysis shall take place within 30 days.

1. Definition: -Confidential Information

Confidential Information is any information which may be deemed confidential by our customers or maybe be reasonably considered to be confidential, proprietary or secret, which may include but are not limited to:

- new product launch information
- printed sections or covers of new product
- film or plates of new product
- forecasts or any other scheduling information
- electronic files relating to new product
- waste materials
- proofing materials
- any other information designated by Colorman as confidential

Definition: DRI

DRI: Directly Responsible Individual, this is the Colorman person directly responsible for the security programme. This person is currently designated to be: Mark Nixon

Definition: Security Incident

Wilfully defeating, disabling or compromising of security systems, tools, controls or procedures.

2. Responsibility

The designated DRI has as part of their duties in Colorman, responsibility for security performance, including facility, programmes and processes.

The directors of Colorman shall provide sufficient resources for controlling security and correcting the results of security audits.

Colorman employees must receive security awareness training as part of their induction process (a hard copy induction manual is issued to each member of Colorman's permanent staff).

Access given to staff is approved by the Security Manager on a case by case basis due to the risks associated with their activities.

It is the responsibility of each employee to do everything reasonable in their power to ensure that that Colorman's Security Policy is carried into effect.

3. Policy

Breaches of information security, actual or suspected, should be reported to, and investigated by the *Information Security Manager (currently Mark Nixon) who will report to the appropriate persons.*

Colorman's security policy shall be addressed on four key policy areas; physical security, hiring and personnel, Information security and Servers/Networks.

Colorman's basic security ethos is to use a common sense approach, evidence of which can be seen in the following examples:

- a) new product launches do not receive special status that would draw special attention of employees
- b) all parts whether new or otherwise are identified only as their part numbers.
- c) before external audits all non-customer related products are hidden from view.

4.0 Physical Security

Colorman's physical security precautions are outlined in our 'Security Profile'. Overall policy requires each individual to be aware of their responsibilities relating to the physical security of the factory and warehouses. Responsibilities include all items that could be reasonably expected of each employee of Colorman, e.g.:

- ensuring all doors, gates and access points remain closed.
- suspicious looking individuals are addressed, their business ascertained.
- Ex-employees have their bio metric details removed immediately.
- suspicious activities of colleagues are reported

5.0 Hiring and Personnel

Security Accountability: It is important that everybody working either directly or indirectly for Colorman is aware of their security roles and responsibilities. It is critical that all employees understand Colorman's expectations in relation to the various classes of information and material available. Colorman has developed a 'Non-Disclosure Agreement' in conjunction with our customers and require every employee to sign this agreement and abide by its terms.

Colorman also reserve the right to carry out background checks on persons commencing employment with Colorman. Also, in accordance with the agreed terms under the 'NDA' employees shall return all items to Colorman.

Security training may also be carried out where potential weaknesses in overall security have been identified.

Hiring procedure:

1. Document in full detail the overall job description, full responsibilities, full expectations, standards of workmanship, entitlements and further details of prospective employees (should this be warranted by the nature of work to be undertaken).
2. Agree and document job description with General Manager and/or Managing Director.
3. Place advertisement, file and assess CV's.
4. Conduct a pre-interview assessment, determining the areas of questioning and how demonstration of experience and competence can be determined.
5. Conduct interviews
6. At final selection, carry out referencing and background checks.
7. Provide a documented contract in as much detail as possible to the successful applicant.

6.0 Information Security

Colorman attaches priority significance to electronic data in the forms of files, schedules, proofs etc., which have the potential to be a greater security risk to our customers than

physical manuals or other raw materials. Company policy therefore dictates that circulation lists shall be kept to a minimum, all electronic information is dealt with on a need to know basis and all electronic items that are printed are stored in a secure office and shredded once discarded.

Office staff should never reveal any system passwords to another person. All system queries must be directed to Mark Nixon. **Unauthorised use of PC's is prohibited.**

Flash drive sticks or USB connections to PC's is prohibited.

Privilege status of emails and communications should be maintained.

Back-up & restoration of security systems must ensure that required records e.g. CCTV images/video/data are not lost for internal secure locations.

7.0 Servers and Networks

Colorman's overall policy in relation to IT Security is to provide the best combination of up-to-date hardware and software so as to secure our systems and the information contained on them from external attacks and internal misappropriation.

Specific details of our IT Security policies can be found on the network drive. If you have any queries in relation to this please ask Mark Nixon.

8.0 Logistics

Logistics security has been given careful consideration by Colorman. Unknown drivers are challenged and their identities verified. Colorman reserves the right to record vehicle registration numbers and may submit these to the Gardaí as part of an investigation into a security breach.

Colorman's reception personnel prohibits access to the premises of unauthorised vehicles. Non-familiar vehicles must be identified and recorded and issued ID badges if appropriate.

Tailgating is not permitted.

9.0 Security Breach

In the event of a security breach a team shall be put together to co-ordinate an investigation and liaise with the relevant customer.

10.0 Internal Self Assessments

Consideration must be given to security protocols as part of any internal process audit. Results of any findings are recorded in a internal corrective action report.

11.0 Authentication Policy

Files must only be accessed through known portals. Files or information received from an unknown source or alternative named source from a known customer must be investigated e.g. John.keating@colorman.co.uk rather than john.keating@colorman.ie

12.0 Theft

Theft shall be addressed in accordance with ISMS DOC 12.77

13.0 Visitors

All visitors must report to reception. Visitor badges must be worn. All visitors must be accompanied by a member of Colorman's staff. Unaccompanied visitors are permitted but only to non-sensitive area e.g. men's bathroom, smoking break. Mobile phones are to be left at Reception. If a visitor requires their mobile phone/laptop/camera-watch during their time

onsite, the Receptionist will place a tamper-proof seal on them. No photos are allowed.

Colorman's employees are expected to challenge visitors who are unaccompanied, unfamiliar or not wearing badges. Restricting unauthorised visitors helps ensure security, decreases insurance liability, protect confidential information, safeguards employee welfare and avoids potential distractions and disturbances.

14.0 Waste

Once authorised for disposal all waste is collected from sealed containers by Colorman's sole nominated vendor: Flood Recycling. Flood carry out segregation of general waste bins and shred all paper waste, putting the waste beyond use.

Flood Recycling personnel have been granted access to Colorman's facility and are authorised for the control, segregate and dispose of Colorman's waste bins.

15.0 Training

Employees of Colorman's security obligations are defined in the company handbook. This handbook is issued to all staff and re-released once significant changes have been made. In addition key staff have undergone specific security training e.g. SPV/SPU staff & Prepress staff. Colorman shall carry out refresher training for these staff annually, any new lines of business, equipment or process changes will be updated as part of this refresher training.

16.0 Separation of Functions

Colorman acknowledges the different security obligations for Colorman's different manufacturing environments.

Manufacturing Environment Risks	Digital Environment Risks
Physical product (manuals, cards, flyers, books, leaflets)	Artwork
Substrates (paper/board)	Plate images
Plates	Backups
Blanket impressions	Screen shots
Waste material	Proofs
Images of printed material	Film
Proprietary IP	File transfer

17.0 Contingencies

In the event that Colorman's contingency plan has been activated for any manufacturing or production process, Colorman shall maintain a constant presence at the source of the contingency supplier for the duration of the activity (including transportation back to Colorman).



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COLORMAN NON-DISCLOSURE AGREEMENT Appendix B

This agreement sets out the agreement between you and Colorman concerning your access to Colorman's Customers confidential and proprietary information and any other confidential information you may come in contact with during your employment in Colorman.

Definition: "Intellectual Property Rights" means rights in Ireland and worldwide in patents, registered designs, design rights, trade marks, copyright, databases, know-how and other technical information, moral rights, topography rights, trade and business names including the benefit of all registrations and applications to register any of these rights, and all other rights of this nature.

Colorman has agreed to employ you, or continue to employ you, in return for your agreement that you will comply with the following terms and conditions for the length of your employment by Colorman (including, but not limited to, any leave of absence, sabbatical, and other time-off) and after your employment.

This agreement does not supersede or in any way conflict with the 'Registered Agreement' between you and your representative Union.

Confidential Information

Your employment by Colorman creates a relationship of confidence and trust with respect to any information which our customers may deem, confidential, proprietary or secret, which may include but are not limited to:

- new product launch information
- printed sections or covers of new product
- film or plates of new product
- forecasts or any other scheduling information
- electronic files relating to new product
- waste materials
- proofing materials
- any information designated by Colorman as confidential.

You understand and agree that your employment by Colorman requires you to keep all Confidential information in confidence and trust during and after your employment. Disclosure of such information shall only be by written consent from Colorman.

Upon termination of your employment, you will promptly deliver to Colorman all documents, electronic materials, passwords, security cards and other materials of any kind relating to your work in Colorman.

You agree that you will not take with you any documents, records, materials, or copies containing Confidential Information, whether on paper, magnetic, electronic or optical media or any other medium.

Colorman acknowledges that there may be circumstances in which you will be required to disclose Confidential Information as a matter of law but, unless you are required by law to make immediate disclosure, you are advised to notify Colorman before you disclose any such information and to notify Colorman in the event that you receive any request, summons or other indication that is likely to result in an obligation on your part to disclose such Confidential Information.

You agree that, during your employment by Colorman, you will not plan or engage in any other employment, occupations, consulting or other business activities or commitments directly related to Colorman's business or products, nor will you engage in any other activities that conflict with your employment obligations to Colorman.

You authorise Colorman to notify others, including customers of Colorman and any future employers you may have, of the terms of this Agreement and your responsibilities under this Agreements.

Issued and approved by:

ISO26001 Corporate Social Responsibility

Colorman has developed a comprehensive Corporate Social Governance Management system in line with the requirements of ISO26001. This system documents Colorman's policies on a wide range of topics e.g. human rights, discrimination, bonded labour, child labour, ethical sourcing, whistleblowing etc.

The full range of these policies are available online by scanning this QR code:



Material Safety Data Sheets

Colorman has also posted all available material safety data sheets for chemicals that we use online and available by scanning this QR code:



End of Handbook