



COMPANY POLICY: EMPLOYMENT

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Ref. SR003 Rev 23.01.2025

Policy Review Frequency: Annual

Policy statements below must be considered in the context of the 'Company Handbook', which is issued/available to all employees (and vice versa).

Employment and Training.

As an employer, we will treat all staff and job applicants equally and fairly and not discriminate unlawfully against them. We will ensure, for example, that arrangements for recruitment and selection, terms and conditions of employment, access to training opportunities, access to promotion and transfers, grievance and disciplinary processes, demotions, selection for redundancies, dress code, references, bonus schemes, work allocation and any other employment related activities do not constitute unlawful discrimination against any person or group of persons.

Recruitment

We recognise the value of a diverse workforce and will take steps to ensure that:(i) we recruit from the widest pool of qualified candidates possible;(ii) employment opportunities are open and accessible to all on the basis of their individual qualities and personal merit;(iii) selection criteria and processes do not discriminate unjustifiably on any of the unlawful grounds other than where we are exercising permitted positive action;(iv) all recruitment agencies acting for the Company are aware of this policy and act in accordance with it.

Conditions of service

We will treat all staff equally and endeavour to create and maintain a working environment which is free from discrimination and harassment and which respects, wherever possible, the differing backgrounds and beliefs of employees. Terms and conditions of service for employees will comply with anti-discrimination legislation. The provision of any staff benefit such as working hours, leave and maternity leave arrangements, performance appraisal schemes, bonus schemes, dress codes, or any other conditions of employment will not discriminate against any employee on any unlawful grounds. Where it is possible and reasonable to do so, the Company will endeavour to provide appropriate facilities and conditions of service which take into account the specific needs of employees which arise from their ethnic or cultural background; gender; responsibilities as carers; disability; religion or belief; or sexual orientation.

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

Certain areas of the business can accommodate a remote working/flexible work model. Ideally, employees will have a physical presence in the company three days a week. Accommodations can also be provided for employees who wish to group their onsite/off site days together during certain times of the year.

Eligibility (after 6 months service). Application/response timeline: 4 weeks. Obligation to consider requests reasonably.

Domestic Violence Leave (Legislation: Work Life Balance and Miscellaneous Provision Act 2023)



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Colorman's policy is in line with the legislative requirements. Domestic leave is 5 days per 12 months at full pay. Applications made directly to Operations Director and are confidential. Application process is to request a meeting, outline circumstances, await response (2 weeks) which will be in conjunction with HR resources (confidentially). Decisions on leave will be made and Colorman's payroll will receive an instruction (if favourable) direct from Operations Director.

Freedom of Association and Collective Bargaining

Colorman respects the rights of workers, without distinction, to form or join trade unions of their choosing and to bargain collectively.

Fair Compensation

Colorman complies with national legal standards with regard to minimum wages, overtime and maximum hour rules that are established by regional laws and in the context of the Trade Union agreements in place.

Promotion and Career development

Promotion within the company will be made without reference to any of the unlawful grounds and will be merit based. The selection criteria and processes for recruitment and promotion will be regularly reviewed to ensure that there is no unjustifiably discriminatory impact on any particular group. Although positive action measures may be taken in accordance with the relevant anti-discrimination legislation to encourage under-represented groups to apply for promotion opportunities; recruitment, or promotion to all posts will be based entirely on merit. All employees will have equal access to training and other career development opportunities appropriate to their experience and abilities. However, the Company may take appropriate positive action measures where permitted or required by anti-discrimination legislation to provide special training and support for groups which are under-represented in the workforce and encourage them to take up training and career development opportunities.

Talent

Training people today to be tomorrow's leaders. We're committed to helping advance the skills of our supplier employees.

Grievance Process

Colorman is committed to ensuring equity and objectivity in the treatment of all its employees and to the encouragement of open communication throughout its business. The availability of clearly communicated and effectively operated procedures(s) by which employees can raise, and have resolved, any grievances they may have is important to the achievement of this commitment.

The grievance process is as follows.

Stage 1

The individual should state the grievance verbally or in writing to his/her supervisor. The problem will be discussed and the manager will normally reply within five working days unless otherwise mutually agreed. A grievance can be reported anonymously to privacy@colorman.ie or alternatively to the company solicitors.

Stage 2

In the event of failure to agree at stage 1, the individual may refer the matter in writing within five days to the next level of management who may if requested be accompanied by a



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union representative. A discussion will be held and a decision made within 5 working days unless otherwise mutually agreed. A summary of the meeting will be recorded and copies issued to those in attendance.

Stage 3

In the event of failure to agree at Stage 2, the matter at the request of the individual will be referred to the next level of management. Again the grievance will be discussed and a decision made within five working days unless otherwise mutually agreed. A summary of the meeting will be recorded and copies issued to those in attendance.

Stage 4

Failing agreement at Stage 3 the employee can refer the matter to a Rights Commissioner/Equality Officer or to the Labour Relations Commission for a conciliation conference. Should the issue still be unresolved it will be referred to the labour court for a formal investigation or in the case of a dismissal to the Employment Appeals Tribunal (EAT).

Disciplinary Procedures

Colorman is committed to ensuring equity and objectivity in the treatment of all its employees which in turn will assist the organisation to operate as an effective business. Thus Colorman will ensure that all disciplinary matters are dealt with in a fair manner. This policy document covers what is defined by 'general misconduct' and 'gross misconduct' and outlines what steps will be taken to address them if they arise.

The steps in the disciplinary process are as follows.

Stage 1 – Recorded verbal warning

The employee will be issued with a recorded verbal warning by their Manager. The Manager will record this warning and a copy of this warning will be given to the individual. This warning will be kept on file for 6 months.

Stage 2- Written Warning

A written warning will be issued to the employee by their manager. This warning will be kept on file for 12 months.

Stage 3- Final Written Warning

The General manager will issue a final written warning notice to the employee. The final written warning will be recorded on the employee's file for 18 months.

Stage 4- Dismissal

If following a final written warning an employee is guilty of continued breaches of discipline or in a case of gross misconduct the employee will be dismissed. The reason for dismissal will be given to the individual in writing.

An individual may appeal their dismissal to the Managing Director within 5 working days.

Notice Boards

We use the notice boards to display up to date information. They are an essential part of our communication so please remember to read them regularly so you are kept informed of any changes.

Hybrid Working: Introduction



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Colorman recognise the advantages that arise from a model of Hybrid Working, allowing employees to benefit from in-person and collaborative working relations as well as having the ability to work remotely on tasks that require in depth thought and individual focus, while it also assists on an improved work life balance so employees can better balance their personal lives with their job responsibilities, and increases productivity by allowing for any group discussions/ meetings to take place on core working days whilst having the ability to go off and work on individual tasks with minimal distractions that would generally be associated with a busy office.

It is for those reasons that the company has adopted a model of Hybrid Working.

Hybrid Working: Scope

This policy applies to all employees of Colorman Ireland – permanent, fixed term, full time or part time who have been with the company for at least 12 months.

In addition, employees remote working arrangements must comply with the operational and safety criteria set out by the company which may be subject to change from time to time.

So you are aware, the company reserves the right to revoke this model of Hybrid Working in the future if they so wish, on the giving of one weeks' notice, for any reason, and it is not nor will become a contractual right through either express or implied terms nor does it create any entitlement to work remotely.

What is Hybrid Working

A hybrid work model streamlines working processes by blending office-based, remote and semi-remote employees, giving all employees the independence, they need to work productively. Whilst an employees' base for work is still the normal company workplace, for set days/ times employees will be permitted to work remotely, normally from their home, rather than their normal place of work.

This model of Hybrid Working will be reviewed regularly by the company to assess whether the arrangement remain appropriate or requires modification.

Employees must not carry out work for anyone other than Colorman Ireland nor, without prior permission, undertake non-work-related activities during their working hours.

So you are aware, when working remotely, it is not an opportunity to perform household duties, care for children or other dependents, or attend to other personal business.

Unfortunately, due to the nature of the tasks and responsibilities, the roles within the Production departments it is not easy to adopt a model of Hybrid Working.

Expenses Scope

This policy applies to all our employees that need to spend money for work-related activities.

Employee expenses fall under two categories:

- Expenses that are paid directly by our company on behalf of employees.



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- Expenses that are paid by our employees and are reimbursable.

We'll reimburse all reasonable business expenses, after they are approved, in part or in full as the case may be.

Right to Disconnect (Code of practice on the Right to Disconnect (2021 WRC))

Colorman acknowledges employees right to not routinely work or be contacted outside normal hours. Employees right to switch off work devices when off duty, including remote access of machine productivity tools. Employees right to have complaints addressed.

Travel Expenses

Travel expenses include any kind of transportation and accommodation expenses that you incur when going on a business trip. Expenses related to this category that may be fully or partly reimbursable include:

- Accommodation
- Legal document expenses (e.g. Visa)
- Air, train, ship or other transportation fares
- Necessary medical expenses (e.g. vaccinations)
- Local transportation during trips (taxi fares, rental cars etc.)
- Other minor or per diem expenses that have been approved by an employee's manager (e.g. meals, business material)

Medical care fees after travel-related accidents may be covered by workers compensation insurance. If not, we may reimburse you for your medical expenses, if appropriate.

Civil Service mileage rates are paid to sales executives for business trips.

Minimizing expenses

We want to avoid overspending or unnecessary costs. We may contract with hotels and agencies to get the best possible prices. We'll also aim for the cheapest option when we can. For example, we prefer booking plane tickets in economy class, unless there is reason for upgraded travel. This would need to be approved by a company director.

Non-reimbursable expenses

We won't reimburse the following:

- *[Expenses incurred by spouses or other non-employees who accompany our employees on their travels]*
- *[Un-authorized service upgrade (e.g. business class or hotel rooms)]*
- *[Personal services (massages, beauty treatments etc.)]*
- *[Personal purchases (gifts, clothes etc.)]*
- *[Lost personal property (e.g. luggage)]*



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This list is not exhaustive. Please ask your line manager about reimbursable expenses before you go on a business trip.

What are work-related expenses?

This category includes expenses that are related to an employee either in the form of a benefit (e.g. business phone) or entertainment expenses that may occur in a business setting (e.g. professional dinners with clients or colleagues.)

These expenses may be capped and a company director should approve them. If you spend more than the approved amount, you must cover the extra cost yourself.

We won't reimburse the following work expenses:

- [*Unauthorized or unscheduled business meetings with clients, partners or job candidates*]
- [*Fines incurred while driving a company vehicle*]
- [*Non-business subscriptions/ training*]
- [*Personal trips*]

This list is not exhaustive. Please ask your line manager or company director about reimbursable expenses before you submit a claim.

Expenses Procedure

When you plan to go on work-related trips, the company will typically arrange for most of your accommodation and transportation costs and document these expenses. You need to:

- Document any expenses that our company hasn't directly arranged for (e.g. taxi fares.) Please ask for bills and receipts whenever you can. You might also receive a per diem sum to cover other necessary travel expenses.
- Submit an expense report with all necessary documentation. Please submit your claim/report within 7 days after your trip.

Your manager or a company director are responsible for approving reimbursement claims. If your manager approves your expenses, you will receive your reimbursement within 7 days.

When you incur work-related expenses, you should:

- Ask for your manager's approval.
- Submit a reimbursement claim. Please submit receipts and bills for business dinners and transportation within 7 days.

We'll investigate any excessive expenses. In cases of consistent falsified or exaggerated claims, we may take disciplinary action.



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Authorisation by:

Andrew Dunne

Printed Name

Signature

Director of Compliance

Title

See header

Date