



## Human Resource Policy

Dublin Cultural Institute  
34a Bachelors Walk,  
Dublin 1, D01 A437, Ireland

### 1. Purpose

This Human Resource (HR) Policy sets out the principles and procedures governing employment practices at Dublin Cultural Institute. The policy ensures compliance with Irish employment legislation, promotes fair and consistent treatment of staff, and supports a professional, inclusive, and high-quality learning environment.

### 2. Scope

This policy applies to all employees of the School, including: - Academic staff (teachers, academic managers) - Administrative and support staff - Part-time, full-time, fixed-term, and temporary employees - Contractors and freelancers, where applicable.

### 3. Legal and Regulatory Framework

The School complies with all relevant Irish and EU legislation, including but not limited to: - Employment Equality Acts 1998–2015 - Unfair Dismissals Acts 1977–2015 - Organisation of Working Time Act 1997 - Terms of Employment (Information) Acts 1994–2014 - National Minimum Wage Acts 2000–2022 - Safety, Health and Welfare at Work Act 2005 - Data Protection Acts 1988–2018 and GDPR - Teaching Council and QQI/ELT regulatory requirements.

### 4. Equal Opportunities and Dignity at Work

The School is committed to equality of opportunity and does not discriminate on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race, or membership of the Traveller community.

A dignity at work environment is promoted. Bullying, harassment, or sexual harassment will not be tolerated and will be addressed through formal procedures.

### 5. Recruitment and Selection

- Recruitment is based on merit, qualifications, skills, and experience.
- Job descriptions and selection criteria are clearly defined.
- All vacancies are advertised fairly.
- Interviews are conducted objectively and consistently.
- All employees must have the legal right to work in Ireland.
- Garda vetting may be required for relevant roles.

### 6. Contracts of Employment



- All employees receive a written contract and statement of core terms within the statutory timeframe.
- Contracts specify job title, duties, hours, pay, probation period, notice requirements, and applicable policies.

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- Fixed-term and part-time contracts comply with relevant legislation.

## 7. Probation

- New employees are normally subject to a probationary period (typically 3–6 months).
- Performance and suitability are reviewed during probation.
- The School may extend or terminate employment during probation in line with contractual and legal obligations.

## 8. Working Hours and Attendance

- Working hours comply with the Organisation of Working Time Act 1997.
- Employees are entitled to statutory rest breaks and rest periods.
- Accurate attendance records must be maintained.
- Absence must be reported according to School procedures.

## 9. Pay and Benefits

- Pay rates comply with National Minimum Wage legislation and relevant sector norms.
- Salaries are paid in accordance with agreed schedules.
- Statutory deductions (PAYE, PRSI, USC) apply.
- Employees are entitled to statutory benefits, including holiday pay and public holiday entitlements.

## 10. Leave Entitlements

Employees are entitled to: - Annual leave in accordance with the Organisation of Working Time Act 1997 - Public holidays - Sick leave (statutory) - Maternity, paternity, parent's, parental, adoptive, and carer's leave, as provided by law

Leave requests must follow School procedures.

## 11. Performance Management

- The School supports continuous professional development (CPD).
- Regular performance reviews may be conducted.



- Feedback is constructive and focused on professional growth and teaching quality.

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## 12. Training and Development

- Induction training is provided to new employees.
- Academic staff may receive ongoing pedagogical and compliance training.
- Training needs are reviewed periodically.

## 13. Health, Safety, and Wellbeing

- The School is committed to providing a safe and healthy workplace.
- Employees must comply with health and safety procedures.
- Accidents or hazards must be reported promptly.

## 14. Discipline and Grievance Procedures

- Disciplinary procedures are fair, transparent, and consistent with the principles of natural justice.
- Employees have the right to representation.
- Grievances should be raised promptly and handled confidentially.

## 15. Data Protection and Confidentiality

- Employee data is processed in compliance with GDPR and Irish data protection law.
- Employees must maintain confidentiality regarding School, student, and staff information.

## 16. Termination of Employment

- Termination procedures comply with contractual terms and Irish law.
- Notice periods are observed unless summary dismissal is justified.

- Exit procedures include return of School property.

## 17. Policy Review

This policy is reviewed regularly to ensure ongoing legal compliance and operational effectiveness.



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**Approved by:** Jonathan Duignan

**Effective Date:** 19 December 2025

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