

CARR & DAY & MARTIN

EST. 1765

TITLE	ETHICAL POLICY_RECRUITMENT AND SELECTION
POLICY NO:	HRP 008
VERSION NO:	2
AUTHOR	Dermot Hynes: _____ Human Resources Manager
APPROVED	Gareth Connolly: _____ Chief Executive Officer
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REVISION DATE	

1. Introduction

Carr & Day & Martin Ltd. values its reputation and is committed to maintaining the highest level of ethical standards in the conduct of its business affairs. The actions and conduct of the firm's staff as well as others acting on the firm's behalf are key to maintaining these standards.

The purpose of this document is to set out the firm's policy in relation to ethics in the area of recruitment and selection of direct employees and contractors.

2. Scope

The policy applies strictly to all employees, directors, agents, consultants, contractors and to any other people or bodies associated with the Carr & Day & Martin Ltd., within all regions, areas and functions.

3. Definitions

Employee: the engagement of persons under a contract of service (employment) for a specified purpose, fixed period or contract of infinite duration.

Contractor: the engagement of persons under a contract for service (not a direct employee) for a specified purpose or fixed period.

4. Penalties

An issue of unethical conduct in the area of recruitment would have severe reputational and/or financial and or/criminal consequences for the firm. Any individual who knowingly places the company in this position will be liable to the company's disciplinary procedures up to and including dismissal from the company.

5. Policy

Carr & Day & Martin Ltd. is at all times an equal opportunities employer.

Carr & Day & Martin Ltd. will recruit from both local and international sources where appropriate.

Carr & Day & Martin Ltd. will not engage employees or contractors under the age of 16 yrs. Those employed under the age of 18 years are afforded protection under the employment of Young Persons acts to which the Company is aware of and compliant with in regard to their said provisions in particular to working time and rates of pay under legislation.

Carr & Day & Martin Ltd. will not engage in child slave labour as defined in Irish and international convention and legislation.

All employees and contractors will be afforded and will have access to welfare facilities as defined under current Health, Safety and Welfare legislation.

6. Employee responsibility and how to raise a concern

The prevention, detection and reporting of unethical behavior is the responsibility of all employees throughout the firm. If you become aware or suspect that an activity or conduct which is proposed or has taken place, then you have a duty to report this. This report can be made to can be made in confidence to the Human Resources Manager. In such instances the employee is afforded rights of protection under the Protected Disclosures Act.

8. Revision Summary

Date	Revision Detail (include section revised and reason for revision).
14/10/2021	Updated logo and CEO