



Dominic Lydon (Galway) Ltd

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Human Resource Policy

This policy outlines Dominic Lydon Galway Ltd's commitment to fair employment practices, in compliance with Irish employment law. It ensures all employees are treated with respect, paid fairly, and provided with reasonable working hours and conditions.

Fair Wage Commitment

DLG complies fully with the National Minimum Wage Act 2000 and all subsequent amendments.

All employees will receive equal pay for equal work, in accordance with the Employment Equality Acts 1998–2015.

Wages are reviewed regularly to ensure they remain fair, competitive, and compliant with national standards and industry benchmarks.

Overtime, bonuses, and benefits (where applicable) are paid transparently and in line with contractual and statutory obligations.

Working Hours

DLG adheres to the Organisation of Working Time Act 1997, which governs maximum weekly working hours, breaks, and rest periods.

The standard working week will not exceed 48 hours, averaged over a four-month period.

Employees are entitled to: 11 consecutive hours of rest in every 24-hour period.

A minimum of one day off per week (or two days off in a fortnight).

Rest breaks during the working day, as prescribed by law.

Overtime will be managed responsibly, ensuring no employee is expected to work excessive hours.

Equal Opportunity and Fair Treatment

All employees are entitled to a workplace free from discrimination, harassment, or victimisation.

Employment decisions—including pay, promotion, and working conditions—are based solely on merit, ability, and performance.

Grievance and Complaints Procedure

DLG is committed to handling all grievances and disciplinary matters in accordance with the Code of Practice on Grievance and Disciplinary Procedures (S.I. No. 146/2000) and the provisions of the Employment Equality Acts 1998–2015.

DLG is committed to providing a safe and respectful workplace. The following procedure covers grievances, including complaints of sexual harassment, bullying, harassment, or any other work-related concern.

1. Raising a Complaint

- Employees are encouraged to raise concerns at the earliest opportunity. Where appropriate, matters may be raised informally with the immediate manager.
- If the matter cannot be resolved informally, is serious, or the employee wishes it to be treated formally, a written complaint may be submitted for investigation.

2. Protection and Rights

- Employees making a complaint in good faith, or participating in an investigation, will not be victimised or penalised.
- This procedure does not affect an employee's right to make a complaint under the Employment Equality Act 1998.

3. Investigation

- Complaints will be handled sensitively, confidentially, fairly, and independently, respecting the rights of all parties. Investigations will be conducted by a person unconnected with issue.
- Both the complainant and the respondent will be informed of the process, may be accompanied by a colleague or representative, and have the opportunity to respond.
- A written record will be kept of all meetings and evidence.

4. Resolution and Outcomes

- Upon conclusion, a written report will outline findings and reasons for the decision.
- If upheld against an employee, the disciplinary procedure may be invoked, up to and including dismissal.
- If upheld against a non-employee, appropriate sanctions may include exclusion from premises, suspension or termination of service, or other contractual remedies.
- Other actions may include additional training or promotion of the organisation's policies on harassment and bullying.

5. Review

- This procedure will be reviewed periodically to ensure compliance with legislation, good practice, and workplace needs.

Employees First

We, at Dominic Lydon Galway Ltd understand during difficult times and family bereavements, the company recognises supports are needed with clear consistent procedures. DLG Ltd best-practice is a Policy with empathy that goes beyond statutory minimum requirements.

Bereavement Leave Entitlements

Compassionate leave is not a statutory right, meaning that it this type of leave is not a legal right for Irish employees. While DLG Ltd are not legally obligated, we allow specific timeframes that are determined by specific bereavements.

Therefore, immediate family members (Parents, Spouse, Children, Brothers and Sisters) under tragic circumstances, the company will support 2 to 5 days unpaid leave with sudden death of a child allowing up to 12 days of paid leave with 'reasonable' unpaid time off for dependants under 18 years of age.

Supporting Employees in Crisis

DLG Ltd open door policy inviting employees to discuss any supports they may require for "difficult times"—such as serious illness, financial stress, or domestic emergencies—will be managed through Compassionate Leave or financial employee loans. The company is flexible and can offer reduced workloads to ease pressures with gradually reintroducing work duties after an extended absence to prevent burnout.

Essential Support Resources

Employee Assistance in providing confidential access to professional counselling and mental health resources.

Compliance and Review

DLG will ensure all HR practices comply with Irish employment legislation.

This policy will be reviewed annually to ensure continued compliance and fairness.

Approved by

Derek Mulveen

Derek Mulveen (General Manager)

06/01/2026