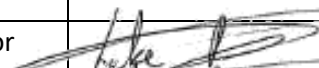
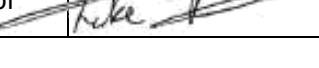


DOCUMENT TITLE: Property

REVISION: 1.01

DOCUMENT CONTROL LOG:

	Name	Role	Signature	Date	Rev
Prepared By	Luke Deasy	Managing Director		10/02/2023	1.01
Reviewed By	Luke Deasy	Managing Director		12/06/2023	1.01
Reviewed By	Luke Deasy	Managing Director		12/06/2024	1.01
Reviewed By	Peter Lane	EHS Officer		12/06/2025	1.01
Reviewed By	Luke Deasy	Managing Director		12/06/2026	1.01

PROPERTY POLICY:

The Company cannot accept any liability for the loss of an employee's personal property left in the Company's premises or vehicles. It is therefore essential that all employees arrange their own insurance for their personal possessions.

COMPANY EQUIPMENT AND PROPERTY:

Company equipment and property should be treated with care by all employees.

Company equipment and/or machinery should be used with due diligence in accordance with training or directions for use.

Employees are expected to keep company equipment and property in their possession maintained and secure at all times.

Where the damage to company equipment or property was caused due to your negligence, you will be liable for the cost of repairing the equipment/property or the excess amount that is not covered by the insurance company.

Once determined, you will be notified of the amount that you are liable for and this amount will be deducted from your wages following such notification.

If Company equipment/property is found on any individual or vehicle and the investigation officer is not satisfied with the explanation, the matter may be handed to the Gardai for further investigation.

Theft from the Company is considered gross misconduct and may be dealt with under the Company's Disciplinary Procedure accordingly, up to and including termination of employment.

CCTV:

Closed Circuit Television (CCTV) may be in operation in public areas (internal and external) throughout the Company premises and on client sites. The purpose of such CCTV is to protect the health and safety of employees, as well as the protection of employees and security of company property.

PROPERTY

The Company may use CCTV footage as part of its investigations into incidents at work. CCTV footage may be used as evidence in disciplinary proceedings and legal proceedings whether that is collected on company CCTV or client CCTV and made available to the Company.

A handwritten signature in black ink, appearing to read 'Luke Deasy', is positioned above a horizontal line.

Luke Deasy
Managing Director