



HUMAN RIGHTS POLICY



Purpose

To ensure that the Company demonstrates its commitment to internationally acceptable human rights standards in its employment practices at all of its operations throughout Ireland. This will facilitate the protection of the Company's reputation and the reputation of its product. It is understood that while the principles contained herein are subject to national laws, ethical best practice and internationally accepted human rights are to be adhered to as a minimum at all times.

This policy will apply to employees at every level within Colleen Construction Ltd. All associates of the Company are strongly encouraged to adopt the principles contained in this policy.

In order to protect the inherent dignity of its employees, the Company subscribes to the following principles:

Human Rights

- Employees have the right to have their dignity respected and protected;
- Working conditions and practices will not infringe on the inherent dignity of employees;
- Physical, sexual, racial, religious, psychological, verbal or any other form of harassment, threat or abuse, whether manifested in behaviour, language or gesture is strongly condemned and will be prevented;
- Corporal punishment, mental or physical coercion or verbal abuse will not be tolerated, encouraged or supported;
- Employees have the right to belong to cultural, religious or linguistic communities of their choice and may not be denied the right to enjoy their culture and practice their religion; and
- Employees have the right to make political choices and to exercise these rights outside of working hours.

Freedom of Association

- Employees and employers will be free to form associations for the protection of their interests and to bargain collectively but will not be compelled to do so.

Forced Labour

- Employees will not be subjected to forced labour;
- Overtime will be voluntary and restricted to the national permitted level and the minimum compensation according to local legislation;
- Employees have the right to freedom of movement and accordingly their movements will not be unreasonably or unnecessarily restricted; and
- Where accommodation is provided for employees, they will have reasonable freedom of movement within the accommodation, including access and egress as they wish

Child Labour

- No children under the age of 16 will be employed;
- No persons under the age of 18 will be employed in roles that may be hazardous to their health, wellbeing or safety, including any night work, underground work and work involving machinery;
- An employee under the age of 18 will not be impeded from attending school, educational and/or recreational activities;
- The combined hours of daily transportation, school and work for employees under the age of 18 will not exceed 10 hours;
- All additional requirements that may be required under local legislation related to child labour will be adhered to; and
- Procedures will be put in place in each country of operation to ensure that:
 - (a) the age of prospective employees is verified prior to their employment
 - (b) requirements of this policy are adhered to where people under the age of 18 form part of the workforce; and
 - (c) all service providers adhere to local legislation related to child labour.

Non - Discrimination

- There will be no unfair discrimination in employment on the basis of race, colour, sex, religion, political opinion, sexual orientation, national extraction or social origin;
- Employees will receive fair pay for work that they do; and
- Procedures will be put in place to:
 - (a) Guide the recruitment processes that will ensure adherence to this policy
 - (b) Allow employees to report any cases of unfair discrimination and lodge complaints regarding cases of unfair discrimination without fear of redress; and
 - (c) Ensure that service providers and Collen Construction Ltd. clients adhere to similar non-discrimination practices as those set out in this policy.

Training & Development

- Employees will be coached, trained and appropriately educated to be skilled, productive and efficient in their current positions.

Dissemination of this Policy

The appropriate Director responsible for HR is responsible for disseminating this policy to line managers who are responsible for communicating it to all staff. Specific training relating to this policy will be given to individuals employed as part of human resources processes (mainly through induction) of Collen Construction Ltd.

Enforcement

Failure to comply with the principles herein will be a breach of Company policy and procedure and could result in disciplinary action being instituted.

Responsible for Policy

The Director responsible for HR will be accountable for adherence to policy.

Signed:



Name: Leo Crehan, Managing Director

Date: 29th September 2011

Collen Construction Ltd.

Review Date: 29th September 2012