IE-EMPcon19

Directors service agreement (employment contract)

Dated: [Date]

Name: [Name]

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Schedule 1 Bonus system

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This contract is dated:			ed: [===]		
Your ■ ■ ")	employ	yer is:	[Company name] ("the = = = " = = = " = = = / = =		
Your	employ	yer's add	dress is: [■ ■ ■ ■ ■ ■]		
You a	are:		[]		
Your	addres	s is:	[]		
The c	ontrac	t terms a	are:		
1.	Defi	nitions	3		
	In this	s agreem	ient:		
	"Boar	ď"	means the board of \blacksquare		
2.	Entire understanding				
	2.1.	betwee	as noted below, this agreement contains the entire understanding en you and us and supersedes all previous agreements and ements (if any) relating to your employment.		
	2.2.	you ha	eeing this contract we have relied on certain documents and information are provided to us. If we discover that any of that information is rate, you will be in		
		2.2.1	your curriculum vitae / resume, sent to ■ ■ ■ ■ ■ ■ ■ [■ ■ ■];		
		2.2.2	certificates of education showing school and university qualifications and in particular that you have achieved a [master of arts] [• • • •];		
		2.2.3	your statement that you have qualified as a [trade or profession] ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■		
3.	Star	t and o	continuity		
	3.1.	Your e	mployment with the Company [starts / ■ ■ ■] ■ ■ ■ [■ ■ ■].		

3.2.	[Your employment is for a fixed term of [number] $\blacksquare \blacksquare \blacksquare$		
3.3.	No employment with any other Employer counts towards your continuous		
OR			
3.4.	Previous employment with [name of employer] from [date] to [date] counts as a second s		
AND,	in both o	cases,	
3.5.	This co	ontract is conditional on approval by the shareholders of	
3.6.	During the first three months of employment we request that you do not take any holidays, unless previously agreed at interview. Holidays agreed at interview will only be		
Job	title ar	nd job description	
4.1.	Your job title is [job title]		
4.2.	Your main tasks and responsibilities are set out		
4.3.	You now agree that we may change your job description or ask you to do a different job of a similar status and requiring similar skills. We may also ask you to perform duties additional to those now envisaged or those actually undertaken at		
4.4.		uty is to perform your job to the best of your ability and to comply with	
	4.4.1	hold any office and/or other appointment in or on behalf of ••••;	
	4.4.2	report to the [title / chief executive / Board] as often as necessary to keep them fully	
	4.4.3	You agree to do all in your power to promote develop and extend the business of the Company and in all respects conform to and comply with the proper and reasonable directions	

		body in			
5.	Plac	Place of work			
	5.1.	Your normal place of work is our above address but we reserve the right to change ••••••••••••••••••••••••••••••••••••			
	5.2.	You agree to work anywhere in the Republic of Ireland as the Company may			
	5.3.	If the Company requires you to work permanently at a place which necessitates a move from your present .			
6.	Hou	rs of work			
	6.1.	Your normal hours of work are [9.00 am to 5.30 pm] Monday to Friday, excluding public holidays. However, owing to the nature of your job your working time			
	6.2.	It is in the nature of your job that the task on hand may frequently be more important than the specific hours. Accordingly, you are required • • • • • • • • • • • • • • • • • • •			
	6.3.	You are required to comply with any time keeping or record keeping scheme introduced for the purpose of ensure compliance with the Organisation of Working Time (Records)(
7.	Sala	Salary			
	7.1.	Your salary is € [0000] per annum payable in equal monthly instalments [by credit transfer] on the 28th day of each month, ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ 28th ■			
	7.2.	You will receive no additional payment ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ .			
	7.3.	Your salary will be reviewed annually by the remuneration committee. We will tell you of any change. The Company shall			
	7.4.	[The Company operates a [bonus scheme] in which you qualify for ■ ■ ■ . ■			

comply with all rules or codes of conduct required by any regulatory

4.4.4

\sim	
U	ĸ

7.5.	The Company may pay you a bonus from time to time at its discretion,		
7.6.		mpany may at any time during your employment and after its tion deduct from your salary any money which you owe to the	
Expe	nses		
8.1.		mpany will reimburse to you all reasonable expenses incurred by you work, provided you provide to ••••••, ••••, ••••••••••••••••••••••	
8.2.		mpany reserves the right to change this arrangement so that the es you may incur without the permission of the	
8.3.	So far a	s the Company provides credit or debit cards for the purpose of its	
	8.3.1	keep the card safe at all times;	
	8.3.2	notify the issuing company and the Company if the card is \blacksquare \blacksquare \blacksquare ,	
	8.3.3	comply with the terms and conditions \blacksquare	
	8.3.4	avoid using the card for any service which costs an exorbitant or unreasonable fee or which	
8.4.	The Cor	mpany will re-imburse to you the cost of a subscription to I I I I I I I I I I I I I I I I I I	
Annı	ıal leav	/e	
9.1.	Your entitlement to holiday and all other reasons ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■		
9.2.	leave da	mpany's leave year runs from April 1 to March 31. Your entitlement to ays is calculated on an annual basis. You may not take paid leave for I greater than your accumulated entitlement calculated by	

9.3.	[We ask you to agree the dates of your holidays at least 28 days in advance with Managing Director. For our part we will
9.4.	At a minimum, you must give us notice of twice as many days as the length of holiday leave you propose to take. (For example, if you The state of twice as many days as the length of holiday leave you propose to take. (For example, if you The state of twice as many days as the length of holiday leave you propose to take.)
9.5.	We may also give you similar notice (or longer notice) of •••••••••••••••••••••••••••••••••••
9.6.	You can take your annual leave only after you have completed three months
9.7.	A day's holiday pay for the purpose of this paragraph is 1/260th \blacksquare
9.8.	You may not carry holiday forward from one year to the next. The Company is not allowed • • • • • • • • • • • • • • • • • • •
OR	
9.9.	You will be entitled to carry over a maximum of [five] days • • • • • • • • • • • • • • • • • • •
9.10.	If either of us terminates your employment by notice, then any leave entitlement which will have accrued at the date of termination may be taken as part of the notice period. If at the date of termination, you have taken
Sick	leave and sick pay
10.1.	Your entitlement to leave for sickness or injury is [3] ■ ■ ■ ■ ■ ■ ■ .
10.2.	If you are unable to come to work for sickness or any injury, you must inform us by contacting [Managing Director] as soon as possible before the time you
	■■■■[11:00 ■■■]
10.3.	You should inform us of the reason for your absence, its likely duration and an approximate time ••••••••••••••••••••••••••••••••••••

	10.4.	Except in an emergency, you are required to inform [$\blacksquare \blacksquare \blacksquare$.
	10.5.	If your absence continues for a number of days or weeks, you must continue to contact us to keep us informed of your reasons for absence and your expected date of return to work. If
	10.6.	You must provide us with a medical certificate. Further medical certificates must be provided to cover any continued absence. The certificate will not be accepted unless it specifies legibly the cause of your absence. A certificate which fails
	10.7.	You agree at any time we ask, whether or not you are absent from work, to undergo whatever medical examinations we believe are appropriate (at our expense) and you hereby irrevocably authorise any medical practitioner to disclose to and discuss with [job title] any
	10.8.	Provided you have complied with the general terms relating to sickness absence referred to above,
11.	Sick	ness during annual leave
	11.1.	If you fall sick during your annual leave period
	11.2.	If you do comply with the procedure
12.	Othe	er absence
	12.1.	If your = = = = = = = = = = = = :
		12.1.1 maternity,
		12.1.2 paternity,

		12.1.3	adoption,
		12.1.4	carer leave,
		12.1.5	force majeure,
		12.1.6	or any other reason
	then y	ou shoul	d ask [Managing Director etc].
	12.2.	We do I	have separate Company policies ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
13.	Pens	sion	
		on 1: = =	,
	13.1.	We sha	
	13.2.		utions to the scheme are made by you and by us. ■ ■ ■ , ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
	[Option	on 2: Use	e this option if the
		• • • • •	· • .]
	13.3.	The Co	mpany shall provide
	13.4.		y find more = = = = = = = = = = = = [= = = = = =
14.	Wor	k outsi	de Ireland
	You w	vill not be ■ ■ ■] ■	required to work outside Ireland for any
15.	Heal	th insu	ırance
	15.1.	The Co	mpany will pay the premiums on a
		••••	•••••••

	15.2.	The Company reserves the right to
	15.3.	The Company is not itself liable
16.	Liab	ility insurance
	The C	ompany will take out insurance against liabilities in connection
	•••	
17.	Com	pany car
	17.1.	The Company will provide a car for your business
	17.2.	You must comply with Company car
	17.3.	When your employment terminates, you agree to return
	17.4.	You agree to take good care
	17.5.	You agree that the final payment • • • • • • • • • • • • • • • • • • •
	OR	
	17.6.	The Company will not provide you with a car. Instead the Company will pay you a monthly car allowance of € [amount]
	17.7.	Your car allowance will be ***********************************
	17.8.	Your car allowance is fully

	•••	tisfy our legal obligation, we process your personal data according • • • • • • • • • • • • • • • • • • •		
40	. .			
19.	Stan	f handbook and Company policies		
	19.1.	You now acknowledge that you have been given a		
		19.1.1 health and safety;		
		19.1.2 equal opportunities and non-harassment;		
		19.1.3 computers, email, Internet and communications;		
		19.1.4 company vehicles;		
		19.1.5 data protection.		
	19.2.	You may not smoke anywhere during working hours. Outside working hours, you may		
	19.3.	Insofar as any of these policies imposes an expectation of behaviour on you		
	19.4.	You accept the importance for the Company in maintaining and enforcing fully up-		
20.	Director's responsibilities			
	20.1.	Whilst ever you ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■		
		20.1.1 not do anything that would • • • • • • • • • • • • • • • • • • •		

Processing your personal data

		20.1.3	not directly or indirectly receive or obtain any discount, rebate, commission or other
		20.1.4	not at any time • • • • • • • • • • • • • • • • • • •
		20.1.5	fully acquaint yourself with, then, for yourself and so far as possible for your spouse and
	20.2.	[If at any	y time you believe it is necessary to take independent legal advice as
21.	Othe	er busir	ness or employment
21.	Othe 21.1.		ness or employment st devote the whole of your = = = , = = = = = = = = = = = = = = =
21.		You mu ■■■■	• •
21.	21.1.	You mu . You ma	st devote the whole of your = = = = , = = = = = = = = = = = = = =
21.	21.1.	You mu . You ma . You ma . You ma	st devote the whole of your

20.1.2 acquire and retain any qualification • • • • • • • • • • • • • • •

22. Disciplinary and grievance procedures

22.1.	The Co	mpany's disciplinary and grievance procedures
22.2.		mal grievance procedure need not be your first step in bringing to our
22.3.	You nov	gives you both rights and obligations in respect of these procedures. wagree to
Con	fidentia	ality
ask ∎		is very important to our Company. You should read it carefully and
• • • • .	, = = =	
23.1.	In this p	oaragraph, "Confidential • • • • " • • • • • • • • • • • • • •
	23.1.1	information about staff, ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
	23.1.2	our businesses, methods • • • • • • • • • • • • • • • • • • •
	23.1.3	information about suppliers agents distributors and customers;
	23.1.4	information about the Intellectual • • • • • • • • • • • • • • • • • • •
23.2.	"Intelled	ctual Property" means Intellectual Property of
	23.2.1	intellectual property

	23.2.2	patents, trademarks, unregistered marks, designs, copyrights, ••• •, ••••••••••••••••••••••••••••••
23.3.	You nov	w promise that you will:
	23.3.1	keep all records of Confidential Information only at •••• (
	23.3.2	use your best endeavours
23.4.	You nov	v promise that you will not:
	23.4.1	use for yourself nor divulge nor disclose to ••••• (••••
	23.4.2	store, copy, or use the second
	23.4.3	remove from Company's premises or copy or allow anyone
23.5.	This par	ragraph does not apply to disclosure:
	23.5.1	of information that it is reasonably necessary to disclose • • • • • • • • • • • • • • • • • • •
	23.5.2	made with the consent of the proper • • • • • • • • • • • • • • • • • • •
	23.5.3	of information or knowledge which comes • • • • • • • • • • • • • • • • • • •
23.6.	-	visions of this paragraph shall continue after termination of this

24.	New Intellectual Property						
	24.1.	So far as Intellectual Property is created					
	24.2.	You no	w agree that you will:				
		24.2.1	do your utmost to ensure				
		24.2.2	tell the Company				
		24.2.3	provide to the Company whatever full specification description				
	24.3.	To mak	ke this effective you now undertake to do whatever the Company				
	24.4.	The pro	ovisions of this paragraph shall continue indefinitely				
25.	Bribery						
	-	-	attempt to bribe) another person, intending either to obtain or retain to Company, or to obtain or retain to the company of th				
26.	Paid	absen	ice				
	26.1.	•	time we may require you = = = = = = = = = = = = = = = = = = =				
	26.2.	You wil	Il cease to carry out your duties.				
	26.3.	You wil	ll not = = = = = = = = = = = = = = = = = = =				

	26.4.	We will continue to pay you your full salary.
	26.5.	You must continue • • • • • • • • • • • • • • • • • • •
27.	Tern	nination of employment
	27.1.	Your employment is for a fixed period of [
	27.2.	At any time during the fixed term of this contract the Company may terminate it immediately by
	OR	
	27.3.	This contract will automatically ••••••:
		During your • • • • • • • • • : [1 • • •];
		After one ■ ■ ■ ■ ■ ■ ■ : [3 ■ ■ ■];
	27.4.	At any time during a period of notice given by either of us, we may terminate your employment
	27.5.	The termination of this • • • • • • • • • • • • • • • • • • •
28.	Arra	ngements during notice period
	28.1.	The Company expects you
	28.2.	We reserve • • • • • • • • • • • • • • • • • • •
		28.2.1 terminate your employment before the expiry of the notice period and

```
);
    ---;
    28.2.3 require you to remain
Summary termination
The Company is entitled to terminate your employment by summary notice in writing
   -----------
   29.1. theft, *****************; ****
29.2. physical violence; or
29.3. serious bullying or harassment; or
29.4. deliberate damage to property; or
29.5. serious insubordination; or
29.6. misuse of the Company's property or name; or
29.7.
    bringing the Company into disrepute; or
29.8.
          ...........
29.9.
               .............................
29.11. serious infringement of health and safety rules; or
29.12. breach of confidentiality; or
```

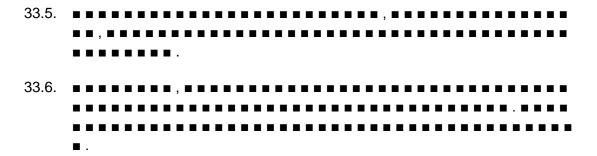
29.15.

30. Procedure after termination

30.1.		
	30.1.1	
	30.1.2	
	30.1.3	
	30.1.4	
	30.1.5	
	30.1.6	
	30.1.7	■ ■ , ■ •
30.2.	If requested by the Company, you will	
	30.2.1	••••
	30.2.2	
30.3.		,

).
	30.4.	
		••••••
	30.5.	
		••.
	30.6.	
31.	No c	ompetition
	31.1.	
	31.2.	
	31.3.	
	31.4.	
	31.5.	

	31.6.						 • • • • •
	31.7.		• • • • • • •	 			
32.		onstructio					
	:::						••••
33.	Misc	ellaneous	matters				
	33.1.		,				
	33.2.						
	33.3.		•••••	 •••••	••••		
	33.4.		[24]			[72]	



Signed by [personal name] on behalf of [Company name] as its representative who personally accepts liability for the proper authorisation by [Company name] to enter into this agreement

Signed by:

Schedule 1: Bonus system

Here explain the system, including:

- to whom it applies
- what triggers the bonus payment
- how the payment is calculated
- when the payment becomes due, and is made

Schedule 2: Data Protection Act 2018 Compliance

1.

■ .

Definitions "Act" means the Data Protection Act 2018. "Directive" **.....** 2016 / 680 **....** "the Data Protection **.....** (**...**) 2016 / 679 **...** Regulations" -----"the Law" means all or any of: (a) the Data Protection Regulation, (b) the Act. (c) the Data Protection Act 1988, (d) the Data Protection Act 2003, (e) regulations made under the Act, (f) Directive. "-----,"----,"-----,"----,"----,"----_"."____"__.

2.	Data	Protection
	2.1.	
	2.2.	
	0.0	■■■.
	2.3.	1
3.	Lega	Il basis of processing your personal data
	3.1.	
	3.2.	
_		
4.		nge in the legal basis of processing
	4.1.	
	4.2.	

4.3.

5. Disclosure and/ or sharing of your persor
--

5.1.

5.2.

5.3.

5.4.

5.5.

6. Your access request

6.2.

6.3.

7.	Removal of information						
	. ■ ■	,,					
8.	Who	o handles your data					
	8.1.						
	8.2.						

Appendix 1 to Schedule 2

Data Processing Activities

What we or you may process in each category

1.	We sh	all process this basic personal data
	1.1.	
	1.2.	all information you gave to us.
	1.3.	financial information processed through the banking system.
	1.4.	
	1.5.	information relevant to the performance of your contract.
	1.6.	
	1.7.	
		***.
	1.8.	
2.		
	2.1.	satisfy our obligations under this contract;
	2.2.	;
	2.3.	
	2.4.	;
	2.5.	
3.	Post t	ermination
	3.1.	
		3.1.1.

	3.1.2.						, .
		 • • • • • •	••••	••••	•••••	■■.	
3.2.							
	3.2.1.		• • • • •	••••	•••••	•••••	• • • • • • • • •
	3.2.2.						
	3.2.3.				•••••	••••	• • • • • • • • • • • • • • • • • • • •

Explanatory notes:

Directors service agreement (employment contract)

General notes

1. It is sometimes thought that the office of director makes for a different sort of contract of employment. That is a relic from the days before modern law. Today, the obligations of an employer towards a director are no different from those to any other employee.

However, a director is likely to be in a better position to damage the business of the company than most other employees, so you should not delete provisions intended to protect the company,

2. The following materials contain the main legal sources to which you may wish to refer.

Information pages concerning aspects of employment at:

http://www.citizensinformation.ie/en/employment/

For WRC information: http://www.workplacerelations.ie/en/

http://www.irishstatutebook.ie/eli/1994/act/5/enacted/en/html

http://www.irishstatutebook.ie/eli/1997/act/20/enacted/en/print.html

https://www.gov.ie/en/press-release/3e3b2-all-irish-workers-will-be-entitled-to-sick-pay-for-the-first-time-under-new-law-tanaiste/

https://www.workplacerelations.ie/en/what you should know/employer-obligations/transparent-and-predictable-working-conditions/

Paragraph specific notes

Notes numbering refers to paragraph numbers.

1. Definitions

We have no comment.

2. Entire understanding

This paragraph prevents a party from later saying he was relying on some other document or

3. Start and continuity

It may be necessary to calculate the period of employment for any of several reasons. By stating it clearly,

4. Job title and job description

A job title is not strictly required; a job description is. If the description is short, it can be stated in the contract. If it is contained in another document, then that document must be ***** ***

We advise that for a director it is best to make the job description specific on the question of exact responsibilities but otherwise general. For example, it is not necessary to list all his statutory responsibilities. One area to cover

5. Place of work

6. Hours of work

7. Salary

8. Expenses

We have no comment.

9. Annual leave

This and the following paragraph relate directly to the statutory leave entitlements. Because there are statutory requirements, we have worded the document for compliance. If / when you edit this paragraph to provide more generous leave provision, beware of accidentally reducing any part intended to benefit the employee. Note in particular that holidays not taken may carry forward an entitlement to payment in
Annual leave entitlement is governed by the Organisation of Working Time Act 1997. The version provided in this contract is the The Provided Science The Prov
You may find more details at:
http://www.citizensinformation.ie/en/employment/employment rights and conditions/leave_and_holidays/annual_leave_public_holidays.html
Sick leave and sick pay
This paragraph continues in the vein of the previous one. The version provided here is the minimum \blacksquare
The sick leave and sick pay rules are governed by the Sick Leave Act 2022 and Sick Leave Act 2022 (Prescribed • • • • • • • • • • • • • • • • • • •
You may find more details at:
https://www.citizensinformation.ie/en/employment/employment_rights_and_conditions/leave_and_holidays/sick_leave.html#:~:text=If%20you%20become%20ill%20during,leave%20at%20a%20later%20date.
Sickness during annual leave
Leave it as is.
The law requires you to deduct sick leave days from annual leave period if an employee gets sick during his annual leave period. Of course, if the employee provides you
Other absence
Under the law employees are entitled to different types of leave days. It is good idea that
Good practice is to hand a personal copy to each new employee starter and to maintain a • • • • • • • • • • • • • • • • • •

11.

	http://www.citizensinformation.ie/en/employment/employment_rights_and_conditions/leave_and_holidays/
13.	Pension
	Your obligation as an employer is to make provision for a pension ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
	We have provided two options. By all ••••••••••••••••••••••••••••••••••
	Option 1: If you have an internal company operated pension scheme
	Option 2: If you do not already have a company operated occupational pension scheme, you must provide access to a standard Personal Retirement Savings Accounts scheme (PRSA). You must provide details of your arrangement to your employee. If you chose this option then we suggest that in this paragraph you ■ ■
	You may find more information at: http://www.citizensinformation.ie/en/money_and_tax/personal_finance/pensions/personal_retirement_savings_accounts.html
14.	Work outside Ireland
	Another provision to enable you to move the employee
15.	Health insurance
	We have no comment.
16.	Liability insurance
	We have no comment.
17.	Company car
	We have no comment.
18.	Processing your personal data
	Self explanatory provisions.

	This paragraph deals with the obligations
	You may need to add other data, ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
	We suggest leave these provisions as is ••••••••••••••••••••••••••••••••
19.	Staff handbook and company policies
	It is an excellent idea to have and maintain a comprehensive staff handbook as a bible of procedures and policies. These policies all relate to areas where ■ ■ ■ ■ ■
	For you to comply with some of these policies you need co-operation from your staff. Indeed, co-operation in maintaining your health and safety policy is crucial. We have therefore incorporated compliance into this
	A staff handbook is a good place to keep them together and available. Your health and safety policy and guide may be so large as to merit its own separate book. Good
	•
20.	Director's responsibilities
	There are many matters which you could include here if important to you. We advise that you include only those matters which relate strictly to this employment, and use a ———————————————————————————————————
21.	Other business or employment
	The European Union (Transparent and Predictable Working Conditions) Regulations 2022 has set a restriction that an employer cannot prevent an \blacksquare
	However, there is an EVCERTION that such restriction on the right to
	However, there is an EXCEPTION that such restriction on the right to

The law has not set a precise definition of the 'objective ground' but to be effective they must not be
You can find details at https://www.workplacerelations.ie/en/what_you_should_know/employer-obligations/transparent-and-predictable-working-conditions/
Edit to your exact requirement
Disciplinary and grievance procedures
Net Lawman has provided a very elegant, step-by-step approach to these procedures in the past, but now the law favours a more flexible approach. This is ■ ■
Confidentiality
Because this provision is so important to most organisations, your employees must be left in no doubt as
New intellectual property
This is an area which may be irrelevant or maybe essential immediately. In most businesses, you never know what an employee will discover - personally or through another
Bribery
It is good practice to make clear to employees that any contravention is a breach of contract too. That
Paid absence
If you need to enforce this provision it is likely to be in a time of crisis. The last thing you want is
Termination of employment
This and the next paragraph are alternatives depending on whether

23.

24.

25.

26.

	Edit to your requirement. The laws in Ireland
	http://www.citizensinformation.ie/en/employment/unemployment_and_redundancy/losing_your_job/losing_job_entitlements.html
28.	Arrangements during notice period
	When a director is under notice, the relationship suffers,
29.	Summary termination
20.	At Net Lawman we hate lists in legal documents.
	Despite this precise list, it is still essential to investigate in
	•.
30.	Procedure after termination
	Substantial deletion may be required. Care should be taken in looking to future to consider what this director might
	••••
31.	No competition
	Provisions against competition are contrary to national policy. To be effective they must not be unreasonable. Reasonableness depends on the circumstances. We cannot therefore say that

32.	Reconstruction or amalgamation
	This = = = = = = = = = . = = = = = = = = =
33.	Miscellaneous matters
	A number of technically important
Sche	edule 2:
	graph numbers ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
1.	Definitions
	Basic • • • • • • • • • • • • • • • • • • •
■ .	
2.	Data protection
	A • • • • • • • • • • • • • • • • • • •
3.	Legal basis of processing
	The Act allows a person or business to process
	," (" ("""")")
	One or both of
	Less commonly, some data
	Where the data subject is an employee the most obvious basis ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
	You must make sure that when you ask specifically for

→ .	Change in the legal basis of processing
	You = = = = = = = = = = = = =
5.	Disclosure and/ or sharing of personal data
	You must say who gets to see or use your employee's ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
	••.
6.	Access to personal data
	The Act provides that a data subject has
7.	Removal of information
7.	You should
8.	Who handles your data
	This paragraph sets
	In any case, you must
	Notes to the Appendix to the Schedule 2
	We have separated these provisions into an appendix
	The appendix is simply your
	The purpose of
	We have given you
	B.A. a.l. a.

Basic Irish law relating to ■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■	_
The third numbered heading is unlikely to require edit.	

End of notes