	Document Title	Conformance to Legislative Obligations Policy		
	Doc. Number	GEN-POL-016	Doc. Owner	General Manager
	Author	Angela Byrne	Revision	Rev. 02
	Reviewed by	Angela Byrne	Approved by	Fiona Spillane
	Next Review Date	14/08/2024	Approved Date	14/08/2023

1. Policy Statement

Shorcontrol Safety's top management shall ensure that all business operations, processes, and undertakings regarding its main functions shall follow relevant applicable legislation. The company endeavour to do all that is reasonably practicable to ensure that relevant legislative obligations are known and effectively implemented.

Top management shall incorporate all applicable legislative requirements through ensuring all policies, procedures and related documents are created, implemented, and communicated with all the company employees.

2. Purpose

The purpose of this policy is to clearly state the company's position regarding conformance with all relevant legislative obligations.

3. Scope

The scope of this policy applies to all processes and persons within the company's operations and includes but is not limited to the following applicable legislation:

- Terms of Employment (Information) Acts 1994 – 2014
- General Data Protection Regulation (GDPR) 2018
- Employment (Miscellaneous Provisions) Act 2018
- European Union (Transparent & Predictable Working Conditions) Regulations 2022
- Safety, Health & Welfare at Work Act 2005
- Safety, Health & Welfare at Work (General Application) Regulations 2007
- Employment Equality Acts 1998 – 2015
- Protected Disclosures Act 2014
- Further Education & Training Act 2013
- Student Support Act 2011


4. Definitions

Term	Definition
Legislation	Laws or acts that are passed by the Oireachtas (Irish Parliament) under the constitution of Ireland. There are primary and secondary legislation in Ireland, the Oireachtas does not enact secondary.

5. General Policy Guidelines

Shorcontrol Safety and its operations comprise of three main functions:

- Education and Training,
- Occupational Hygiene Services
- Safety Equipment Sales and Hire.

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- Top management shall ensure that all business operations, processes, and undertakings regarding its main functions shall follow relevant applicable legislation.
- The company endeavour to do all that is reasonably practicable to ensure that relevant legislative obligations are known and effectively implemented.
- Top Management is responsible for being aware of what Irish, European and International legislation the company is obligated to adhere to.
- Department managers are responsible for ensuring their implementation and communication within their own respective departments and teams.
- The General Manager may employ or contract individuals to aid in other departments and the company as a whole to ensure applicable legislation is known.
- All members of management are tasked with actively monitoring for any legislative introductions or amendments which Shorcontrol Safety will be affected by.
- Any member of staff, contracted individuals, stakeholders, visitors, clients, or the public at large are welcomed to bring the attention of relevant legislative requirements to the attention of Shorcontrol Safety management; the company will promptly investigate, create, amend, or cease applicable policies, procedures and processes which are found to be non-compliant with their legislative obligations.
- Upon creation and/or review of company policies, procedures and processes, a review of relevant legislation shall be conducted to ensure that they are compliant with its requirements.
- Any introduction or amendment of company policies, procedures and processes will be communicated to all effected and relevant personnel.
- Management is to ensure that all personnel in which they supervise are following all company policies, procedures, and processes, of which will have ensured that all relevant legislative obligations are also being followed and adhered to.

6. Responsibilities

Employee Title/Classification	Responsibility
Directors, Top Management & Senior Management	To ensure the necessary resources are available within the organisation for the implementation of this policy. To ensure the contents of this policy are implemented effectively. To investigate and act upon any breaches or violations which may arise or be reported from individuals citing behaviour related to this policy.
Employees/ Staff/ Instructors/ Sub-contractors	To adhere to the requirements set out in this policy. To report any breaches or violation of this policy to top/senior management for investigation and resolution.

7. Enforcement

Employee Title/Classification	Responsibility
General Manager	Has the discretion of determining the repercussion on the discovery of any member of staff, tutors, managers, visitors, or subcontractor's unacceptable behaviour related to this policy.

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	Has the discretion of determining the repercussions on the discovery of a manager or assigned responsible personnel's failure to enforce or follow this policy or its procedures.
Managers and Heads of Departments	Has the discretion of determining the repercussions on the discovery of any subordinate or learner's unacceptable behaviour related to this policy.

8. Related Information and Documents

Document ID	Title
GEN-POL-001	Code of Conduct & Ethics Policy
GEN-POL-003	Equality, Diversity & Inclusion Policy
GEN-POL-006	Whistle-blower & Anti-retaliation Policy
GEN-POL-007	Social Media & Internet Usage Policy
GEN-POL-008	Hours of Work, Absences & Holidays Policy
GEN-POL-010	Data Protection & Privacy Policy
GEN-POL-011	Conflict of Interest Policy
GEN-POL-012	Cyber Security Policy
GEN-POL-013	Anti-corruption, Anti-bribery & Anti-trust Policy

9. Policy Review

This policy shall be reviewed when:

- There is a change of General Manager at Shorcontrol Safety.
- There is a change in any of the related policies or procedures found in section 8. '*Related Information & Documentation*' of this document.
- As prescribed in Shorcontrol Safety's policy and procedure review schedule.
- As determined or requested by the General Manager at Shorcontrol Safety.

Revision Date	Author with Title	Description
11/03/2021	Adam Romans: Quality Coordinator	Initial draft & release of policy.
14/08/2023	Angela Byrne, QHSM	Amalgamation of previous policy and procedure.