

Working at Carlow Arts Festival



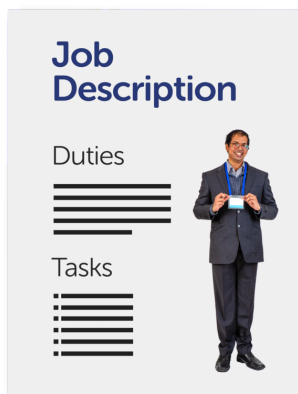
Important information about your job



This is a work contract for someone joining Carlow Arts Festival. It explains what the Employee needs to do and what the Company will do for them.



The worker will start on a set date. They will work part-time until the end of the project. The company can end the job with 4 weeks' notice.



The worker must do their job well, follow the boss's instructions, and work regular hours, sometimes more if needed.



The worker must follow rules on respect, safety, child safety, and inclusion. The company will help with training.



The worker will mostly work from home but must sometimes go to Carlow and other places. Travel costs will be paid.



You will work set number of hours per month. You get paid monthly. The company can take back extra money if paid by mistake.



If a worker spends money for work, they can get it back with receipts. They should manage their time to finish tasks on time.



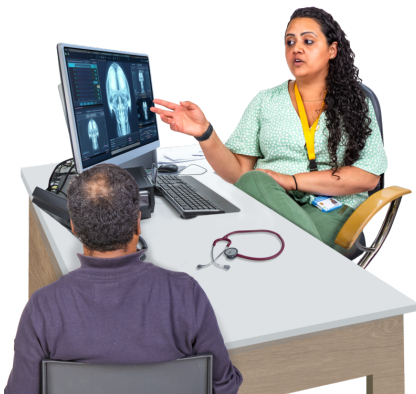
If the worker uses their car for work, they need a licence and insurance. The company pays travel costs, except for trips to Carlow.



You can join a pension scheme after 12 months. The company will match up to 5% of what you pay in.



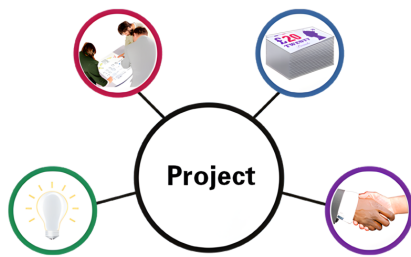
The worker gets holidays and public holidays. Use all holidays each year. If they leave, they get paid for unused holidays.



If sick, tell the Company. Give a doctor's note if off over 2 days. You might get sick pay for up to 5 days a year.



The **Employee** must keep **Company** information private. They should not share it with others unless allowed.



Ideas or work by the employee belong to the company. Return all company items when leaving.



If a worker has a problem, talk to the person involved. If not, follow the grievance procedure.



The **Company** cares about **Health and Safety**. Everyone must follow safety rules to keep safe at work.



If a worker does something wrong, the company may give warnings or they might lose their job.



The Company supports fairness and respect at work. Bullying or harassment is not allowed.



If the **Employee** wants to leave, they must give notice. They must follow all **Company** rules and procedures.



During notice, you may not work but still get paid. Don't work for others without permission.



When leaving, the worker must give back all company things and delete company info from their devices.



The Company can end the job without notice for serious issues or if the Employee can't work in Ireland.



The **Company** can change the job terms if needed. They will let the **Employee** know in writing.



The worker agrees the company can check their use of company tools to ensure rules are followed.



Both the **Employee** and the **Company** must sign the contract to show they agree to the terms.