

Technological University of Dublin - Tallaght
Ancillary Safety Statement
For
Synergy Global
Code of Safe and Ethical Conduct for the
Synergy Global Building

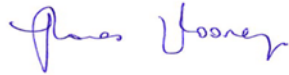
Revision 2.1

March 2017

REVISION HISTORY					
Rev.	Reason for change	Effective from	Prepared by & date	Approved by & date	Description of change
1.0	First iteration	April 2013	N.Mernagh April 2013		
2.0	Final	June 2013	T.Rooney June 2013		
2.1	Update of emergency contact numbers Update of risk management	May 2016	T.Rooney May 2016		Update Fire wardens and addition of risk management statements for public areas of the building
2.2	Update of Fire Wardens	March 2017	T.Rooney March 2017		Updated Fire Wardens' details on Appendix 10

Approved by:

Signature:



Date:

24th March 2017

Tom Rooney- Synergy Global Centre Manger

Signature:

Date:

Jack Mc Donnell - Industrial Liaison Manager

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Code of Safe and Ethical Conduct in the Synergy Global Building

Section A. Introduction

The purpose of the Safety, Health and Welfare at Work Act, 2005 is to lay down general safety, health and welfare principles for all places of work, to prevent accidents and ill health arising at work or from a work or workplace related activity. The Act applies to employers and employees in all types of work and embraces all the activities of the Institute of Technology, Tallaght.

The Act requires the employer to prepare a written Safety Statement describing the employer's arrangements and the employee co-operation necessary to provide a safe workplace.

In response to this requirement, the Institute of Technology Tallaght has prepared a Parent Safety Statement describing management's safety programme and employee co-operation. In recognition of the diverse working activities within the Institute, Ancillary Safety Statements have been prepared for different functional areas. These statements focus on specific activities within the functional area concerned and the safe work practices appropriate to that area.

This Ancillary Safety Statement relates to Synergy Global.

It is a prime objective of Synergy Global to achieve and sustain high standards of Health and Safety and Welfare in so far as is reasonably practicable. This means at a minimum to conform to the requirements of Irish legislation as it pertains to Occupational Health and Safety.

In particular Synergy Global recognizes its responsibility and commits itself where reasonably practicable to:

- Provide and maintain safe and healthy working conditions, taking into account statutory requirements;
- Provide training and instruction where necessary, to enable staff and students to perform their work safely and effectively;
- Make available all necessary safety devices and protective equipment and supervise their use;
- Maintain a constant and continuing interest in health and safety matters pertinent to the centre;
- Keep this safety statement and other safety documents under review.

The Ancillary Safety Statement should be read in conjunction with the Parent Safety Statement so that all the work activities are covered.

Section B. About Synergy Global, the Safety Committee, and Responsibilities

About Synergy Global.

Synergy Global is located at 3015 Lake Drive, National Digital Park, Citywest, Dublin 24. It is a business incubation facility owned by ITT Dublin providing office space and business supports to growing high technology enterprises. Synergy Global is a sister facility of Synergy Centre, the innovation centre of South Dublin County. Synergy Global focuses on the high technology and knowledge intensive sectors. Synergy Global's aim is to enable industry and academia to interact to create viable enterprises for South Dublin County that will secure the area's future in terms of job creation, innovation and export potential. Synergy Global is a modern, purpose built incubation centre with over 1,000 sq m of accommodation catering for a variety of sizes of growing high technology businesses, providing:

- office space for technology driven ventures with high potential;
- reception, board room and meeting room facilities

Synergy Global - Organization and Responsibilities

The overall assignment of responsibilities and the identification of "responsible persons" are detailed in the Parent Safety Statement. The "responsible persons" for the Synergy Global are:

- Jack McDonnell (Industry Liaison Manager)
- Tom Rooney (Synergy Global Manager)

They are supported by the Synergy Global Services Safety Committee (SGSC) which reports the Institute Safety Committee.

The Synergy Global Safety Committee (SGSC) members for 2013-'14 are:

SGSC member	Area of responsibility	Contact details
Mr. Jack McDonnell	Industrial Liaison Manager	Tel: 01-4042864
Mr. Paul Campbell	Estates Manager	Tel: 01-4042630
Mr. Tom Rooney	Synergy Centre Manager	Thomas.Rooney@ittdublin.ie Tel: 01-4042221
Mr. Mark Parle	Assistant Estates Manager	Tel: 01-4042139
Aivis Suneps	Synergy Global Reception	reception@synergyglobal.ie Tel: 01 403 8403

Suggestions on improving the Health and Safety conditions are always welcome by contacting a SGSC member. The content of this handbook is subject to change at any time deemed necessary by SGSC with the approval of the Head of Development.

Section C. Health, Safety & Welfare in Synergy Global – Key Principles

General and Specific Duties of Staff

C1. Employees are requested to read the Safety, Health and Welfare at Work Act, 2005 a copy of which is available at <http://www.oireachtas.ie/documents/bills28/acts/2005/a1005.pdf>.

Attention is drawn particularly to Section 13 (p23-25) - see Appendix 1.

Employees are requested to read the Parent Safety Statement. Attention is drawn particularly to the emergency evacuation procedures (Appendix 6).

C2. **This Code of Safe and Ethical Conduct** in the Synergy Global Building is intended to act only as a guide to all personnel on the most essential aspects of various areas of activity in the building. It is intended to cover situations commonly encountered by users of the Synergy Global building. New or undefined activities should be the subject of a risk assessment exercise approval process before they are commenced.

This Code will guide employees working in the Synergy Global building in the performance of their professional responsibilities and express the basic requirements of ethical and professional conduct.

The Code of Conduct calls for all employees to evaluate the risks and benefits of their actions on all stakeholders and ensure these actions meet highest ethical standards.

C3. Code of conduct – business Premises/offices

Code of conduct:

- 1) Act in the best interests of everyone.
- 2) Be honest with everyone and yourself.
- 3) Do no harm and if possible provide benefits to others.
- 4) Act with integrity.
- 5) Avoid conflicts of interest.
- 6) Respect privacy, confidentiality, and anonymity.
- 7) Provide all resultant data.

Examples of the Practice of the Principles

1) Act in the Best Interest of Everyone

- Be aware of relevant standards, principles, and generally accepted methods.
- Undertake professional assignments only when qualified by education or experience.
- Operate within the financial constraints of your budget.
- Seek to continually develop and maintain your skills and competence.
- Seek and use peer review as well as providing constructive critical review of the work of others whenever appropriate.

2) Be Honest with Everyone and Yourself

- Do not knowingly mislead others about the progress of your work.

- Be constructive with criticism providing objective recommendations consistent with accepted norms.
- Give credit to the intellectual property right of work, methods, knowledge and opinion created by others in such a way that all involved are appropriately acknowledged.

3) Do No Harm and If Possible Provide Benefits for Others

- Do not expose others to any unreasonable physical, mental or emotional stress.
- Take reasonable steps to avoid harming others and to minimize harm where it is foreseeable and avoidable.

4) Act with Integrity

- Work in a spirit of respectful collaboration and cooperation with those with whom you interact and do not compromise their personal or professional integrity.
- Do not discriminate against their others on the basis of age, gender, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, socioeconomic status, or any basis proscribed by law.
- Never knowingly use material that is illegal, immoral, or which may hurt or damage a person or group of people. If exposed to illegal material, advise the person of the illegal nature of the material and take reasonable steps to inform relevant authorities of the existence of the material.

5) Avoid Conflicts of Interest

- Avoid all known conflicts of interest with others and promptly inform your employer of any business association, interests, or circumstances that could influence judgments or the quality of research.
- Do not accept any assignments that would knowingly create a possible conflict of interest.

6) Respect Privacy, Confidentiality, and Anonymity

- Do not reveal information that identifies persons without their permission and take reasonable precautions to avoid unintentional disclosure of such information.
- Ensure that subjects of any study provide informed consent for use of all data collected.

7) Provide All Resultant Data

- Manage projects and tasks so as to ensure the validity of the results and communicate the results of research in a fair and balanced manner.
- Accurately report the positive, the negative, and the inconclusive results from research activities.

C4. Training

Training for Synergy Global Tenants

All Synergy Global centre will receive induction training to ensure that they fully understand the hazards to which they may be exposed and the safety precautions and emergency procedures required in the Synergy Global building.

Training for synergy Global Staff

All Synergy Global staff will receive induction training to ensure that they fully understand the hazards to which they may be exposed and the safety precautions and emergency procedures required.

Training will be given, as appropriate, in the items listed below. This training is given to staff involved in activities, which necessitates such training. The Department detailed below is responsible for delivery of initial and refresher courses.

Any training provided will meet the requirements of appropriate legislation, standards or guidelines and will be given by qualified instructors.

Training	Department
Synergy Global Safety Statement	Synergy Global
Parent Safety Statement	Human resources
Fire Safety	Human resources
Accident and Emergency procedures	Human resources
Safe Manual Handling	Human resources

Safety training records will be maintained by the HR Department, and will contain the following information:

- Date of Instruction / Exercise
- Duration
- Instructor
- Instructed
- Nature and content of instruction

Section D. Safe Work Practice for Health and Safety in the Synergy Global Building

D1. General

1. All persons in the Synergy Global building are expected to act in a **conscientious and responsible** manner; be responsible to yourself, your supervisor/employer, and all other persons. Exercise safe work practices at all times.
2. **Personal safety and the security of all areas** within the building are of **utmost importance** and are for the well-being of all personnel. Observe the established safety and security rules. Violation may result in **temporary or permanent suspension** of access to Synergy Global building.
3. **Be aware of the risks posed by your own work both for you and for others and be aware of the work being carried out by others in your vicinity.**
4. Assignment of office to clients in the Synergy Global building requires the approval of the Centre Manager, the Industrial Liaison Officer or the Department of External Services. **Primary responsibility for the conduct of each client employee in Synergy Global rests with the relevant employer. Primary responsibility for the conduct of each Synergy Global employee rests with the Centre Manager.**
5. **Wilful sabotage** of equipment or the work of others, if proven, will result in **immediate action** being taken against the offender.
6. Use of **personal laptop/tablet and computers** in the building should be **primarily for work-related activity**. Unlawful downloading and computer gaming are forbidden.
7. Observe the **safety rules** for the **use of all equipment and areas**.
8. In case of **accidents or incidents, report them immediately** to the building manager and employer. Persons who fail to do so may be held responsible for property damages and personal harms leading to **financial compensation and/or legal action**.

D2. Waste Management and Disposal

1. **Avoid, eliminate or minimize hazards where and whenever possible.**
2. Comply with the **occupational health and safety and welfare (HS&W) policies and guidelines**.
3. Make proper use of all **safety devices and personal protective equipment**.
4. Seek information or advice where necessary, or when in doubt, before carrying out new or unfamiliar work including **operating unfamiliar equipment**.
5. Be familiar with **emergency and evacuation procedures**, including the location and use of emergency equipment. Such as fire extinguishers, first aid box, emergency contact numbers as well as the fire exit plan.
6. Report and record **all accidents and near-miss incidents** as stipulated in the HS&W policy (Report Form - **Appendix 4**). Seek first aid from trained first-aid officers who can be contacted by the emergency numbers/hotline posted at strategic locations within the building.
7. Report to the presence of any **defective equipment or detected hazards** to the building manager.
8. Working spaces are to be kept **tidy and clean**.

Section E. Security and Emergencies in the Synergy Global Building

E1. In the event of a fire or on detecting smoke or flames:

- a. Confine the fire by closing the door.
- b. Activate the nearest fire alarm.
- c. Report the fire to the relevant authorities, to Reception, to Building Services, and to the Estates Manager.

E2. Telephone 9-911 / 9-119 / 9-112 for emergency assistance:

- d. State your name and exact location. Indicate where the problem is and if there are any injuries. Do not hang up until told to do so.
- e. Evacuate the building by walking (not running) to the nearest FIRE EXIT and leave the building. Do not use elevators. Once out of the building, do not re-enter until told to do so.

E3. If you hear a fire alarm:

- f. Shut off open flames. Safely store hazardous materials. Leave your work location.
- g. Shut all doors behind you as you leave. Evacuate the building through the nearest FIRE EXIT. Do not use elevators.
- h. Fire Wardens must ensure that all personnel evacuate the building and that all individuals who may need help are assisted to safety. A full listing of Fire Wardens for Synergy Global and Synergy Global Tenant Companies are included in **Appendix 10**

Appendix 1

Safety, Health and Welfare at Work Act 2005 - Duties of Employees

Sections 13 and 14 of the 2005 Act (which replaces section 9 of the 1989 Act) place a number of obligations on employees and others while at work.

Section 13 states that the employee must:

- (a) Comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,
- (b) Ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,
- (c) If reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests by, or under the supervision of, a registered practitioner who is a competent person as may be prescribed,
- (d) Co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate,
- (e) Not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,
- (f) Attend such training as may be reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,
- (g) Having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing and equipment,
- (h) Report to his or her employer or to any or to any appropriate person, as soon as practicable -
 - (i) Any work being carried on or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person,
 - (ii) Any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or
 - (iii) Any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person of which he or she is aware.

Appendix 2

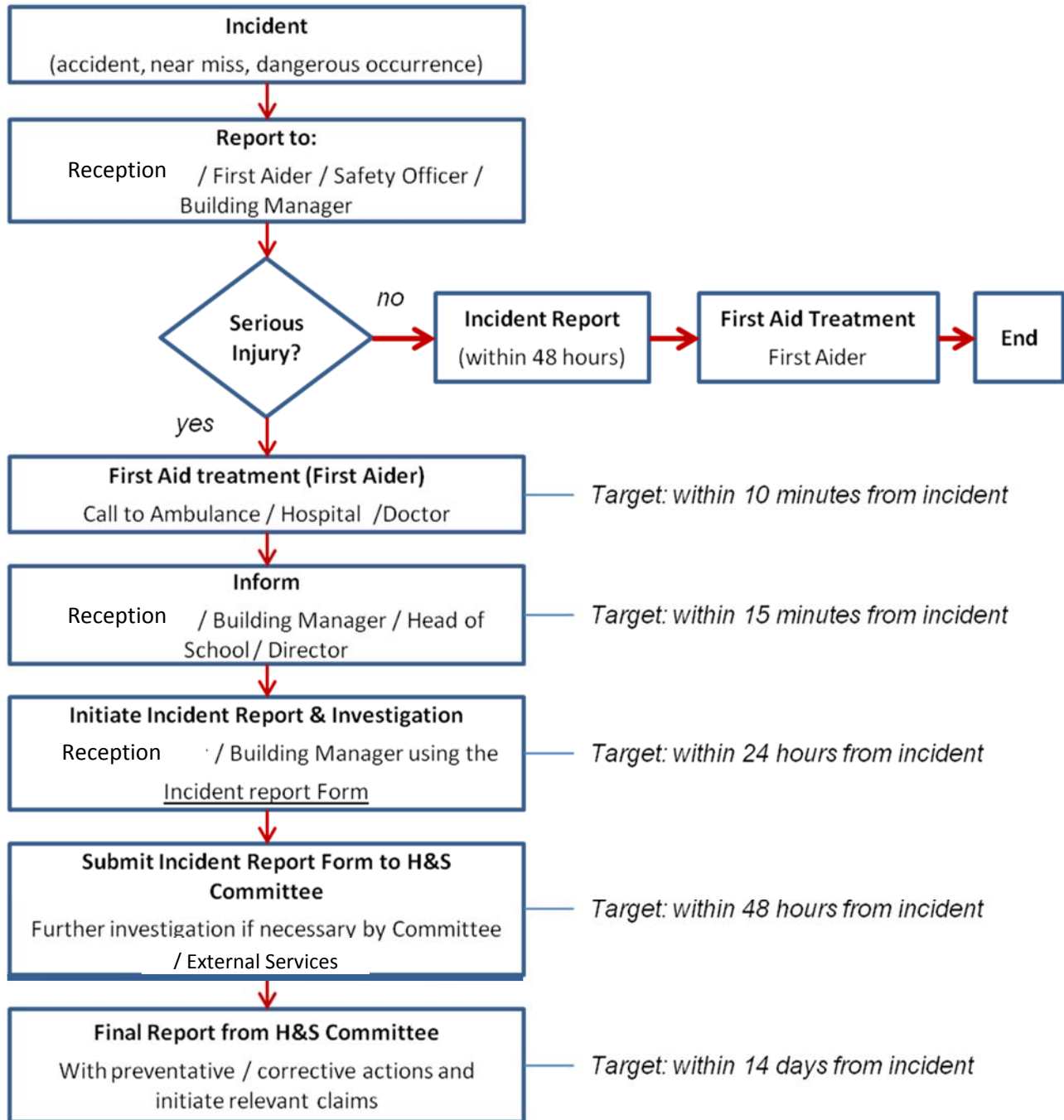
Hazard Identification and Control Sheet

Location:	SYNERGY GLOBAL	Responsible Person:	TOM ROONEY	Sheet No.	1
Section:	PUBLIC AREAS OF BUILDING	Auditor:			

1 REF	2 AREA	3 HAZARD/CONSEQUENCE	4 CONTROL	5 RISK ASSMT	6 DATE IDENTIFY	7 ACTION PERSON	8 DATE RECTIFY
GEN ERA L BUI LDI NG	FOYER	Person could bang head under stairwell	Put up sign 'Mind your head' and pad 'Risk area of stairwell'	LR	12th May 2016	A. Sunep s	
	Ground Floor Back Stairs	Potential for clients to block area in front of the Fire exit	Put up a 'Keep area clear' sign	UR	12th May 2016	A. Sunep s	
	First floor kitchen ette	Risk of spills and silps.	Place a rubber mat in area and 'House-keeping' sign	LR	12th May 2016	A. Sunep s	

Appendix 3

Incident / Accident Report Process



Appendix 4

Synergy Global (Institute of Technology Tallaght) - Accident/Incident Report Form

All incidents resulting in personal injury, dangerous occurrences and near misses which could have resulted in injury must be reported within 24 hours. Please see overleaf Information to assist completion.

Section A									
Date of Incident			Time			Exact Location			
Name of Injured:			Client Company						
Employee:					Contact No.:				
Staff:		Staff ID:			Contact No.:				
Visitor:		Company Name:			Contact No.:				
Section B									
Referred to Synergy Global Centre Manager :			Yes:			No:			
<i>Nature and extent of Injury or Damage:</i>									
<i>Body part affected:</i>									
Referred to:	Doctor:		Casualty:		Transport				
Follow up required:	Yes		No						
Signature of First Aid Attendant :					Date:				
Section C - Description of Incident.									
<i>Activity of person at time of incident: (use continuation sheet if needed)</i>									
<i>Root cause of Injury or Damage:</i>									
Personal Protective Equipment worn:			Yes			No			
<i>What type was worn:</i>									
Witness to incident: name					Phone no:				
If a Fire									
Was Fire Brigade called:			Yes – time			No			
Were Fire Extinguishers used:			Yes – type			No			
			State serial numbers:						
SECTION D									
Corrective Action Taken				By Whom			Planned completion Date/ Signed		
Signature of Synergy Global Centre Manager:		Print:			Signed			Date:	
Office Use Only									
Classification:		Action:			Incident Entered in Report Book:				
Reported by:		Print:			Signed			Date:	

Appendix 5

Guidelines for the Completion of Accident Report Form

- All Accidents/Incidents must be documented using Accident Report Form.
- All originals to be kept at Synergy Global Reception until sign off.
- Copies may be taken to ensure any Corrective Action required, be followed through.
- In the case of an accident involving staff, Head of Dept. will need to complete supervisors' sections.

Section A

- This section may be completed by Synergy Global Reception if attendance is required where there has been an Injury.
- In the case of for any incidents or near misses or theft (none of which results in an injury) this section should be filled in and submitted to Synergy Global Reception by the person involved.
- *Within this section, Nature of Injury:* refers to the type e.g. fall, trip, burn, laceration etc.

Section B

- This section to be completed by Synergy Global Reception. Detailed reports of injury are documented in a personal medical file stored at Synergy Global Reception. If follow up is required updates will be relayed to the supervisor as appropriate. Signature is required upon completion.

Section C

- This section to be completed by Tenants where the person affected is a visitor to Synergy Global

Provide a brief description of the activity the person was performing at the time of the incident. (Example: Person states he was exiting the room when he tripped over a cable and sustained an injury to his arm.)

Root cause of injury: Provide a description of the most basic cause of the incident.

Examples:

- *Behaviour - Individual.* Inattention; haste/short-cut; improper use of equipment; operating without authority.
- *Behaviour -Others.* Same as above except injury caused by other person's behaviour.
- *Training* Incident a direct result of inadequate or a lack of training.
- *Policy/Procedures* Incident resulted by an inaccurate, lack of policy/procedure, or lack of enforcement.
- *Equipment* Incident caused primarily by defective equipment, missing or inadequate safety devices.
- *Ergonomics* Injury caused by mechanical stress, awkward posture, improper force/lifting etc.
- *Personal Factor* May include personal medical issues, medications, fatigue, language barrier, stress etc.
- *Work Environment* Incident caused by a physical or chemical factor e.g. availability of proper equipment, design/layout, noise, temperature, housekeeping, availability of PPE.
- *Unknown* Root cause cannot be determined.

Section D

- To be completed by Centre Manager / Tenant.
- Corrective actions to be decided to correct cause of incident and avoid a future occurrence.
- Ownership of corrective action is required to ensure completion.
- Planned completion date of corrective action - this is open to change.
- Centre Manager/ Responsible Person will sign off on actual completion date.

Appendix 6

Emergency Evacuation Procedure

All persons working in the Synergy Global Building are required to

- 1) Be familiar with **GREEN EVACUATION** signs in the corridors and with the location of the various assembly areas.
- 2) Be familiar with the escape/exit points from the building and assembly areas as shown on the attached drawings.
- 3) Keep the roadways around the building clear.
- 4) **In event of an Alarm being raised, everyone should make their way to the nearest available exit point, evacuate the building and go to the designated assembly point in an efficient and orderly manner.**
- 5) Take only your immediate belongings.
- 6) Close the door to the room you are vacating.
- 7) Do not use the lift.
- 8) Assist anyone who may be disabled, but wheel chair users should park in the escape stairways one friend may stay with them, they will be assisted out of the building.
- 9) **ASSEMBLY POINTS** are defined by which door is exited. Fire exits will have signs designating which assembly point is to be used for that exit. Nobody should leave the assembly area until the all-clear is given.
- 10) Wardens have been appointed on each floor to ensure that all rooms have been cleared.
- 11) The Reception will contact the emergency services. A control centre, with a designated controller (Reception), will operate at the front door.
- 12) The person that activates the alarm must make him/herself available to the Receptionist and the fire-brigade.
- 13) All incidents must be recorded on an incident sheet. These are available from the Receptionist (Report Form – **Appendix 4**).
- 14) The silencing of the alarm does not indicate the all clear to re-enter the building.
- 15) The **ALL-CLEAR SIGNAL** to re-enter the building will consist of 3 blasts from an air horn.

Target evacuation time 2.5 minutes – Test & Review

Appendix 7

Emergency Evacuation Procedure for Evening and other Non-Standard Times

In the event of there being an emergency evacuation required during the evening, e.g. after the day-time hours are finished, or other such time when the "day time" wardens and Receptionist are not normally on duty, the following are the procedures to be followed in addition/substitution to day time procedures:

- 1) Fire Warden(s) will immediately on hearing the alarm ring security and require that exits to roadway are kept clear.
- 2) One client employee will act as warden for the ground floor, ensuring that it is cleared in an orderly manner, and return to the front entrance as quickly as possible to act as controller.
- 3) The second client employee will act as warden for upper floor and as soon as they are cleared return to the front desk to assist the controller.
- 4) All persons should proceed to the designated assembly point by the most direct and safest route consistent with the condition prevailing. The main entrance should not be considered as the only route for egress. Assembly points are defined by which door is exited.
- 5) People should not congregate around the main entrance under any circumstances, as this area must be kept free for the incident controllers and emergency services.

The target time for clearing the building is 2.5 minutes.

Appendix 8

Synergy Global Emergency Exits and Fire Assembly Points

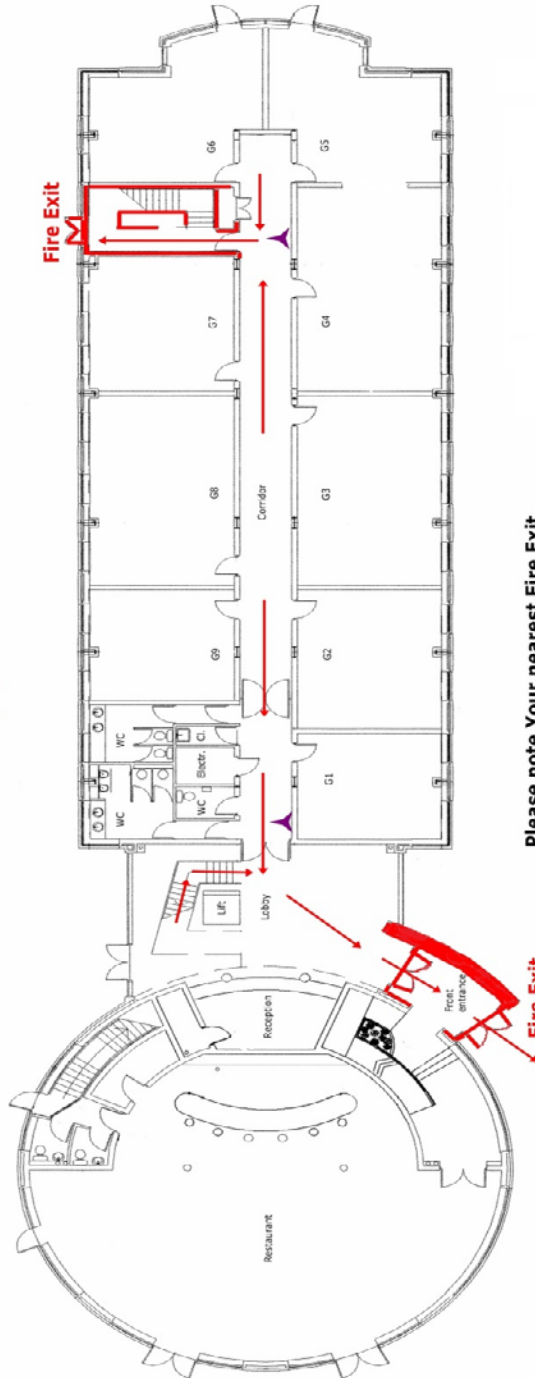
Evacuation Plan Ground Floor



You Are Here



Fire Point



Please note Your nearest Fire Exit.
Do not use lift in case of Fire Emergency.



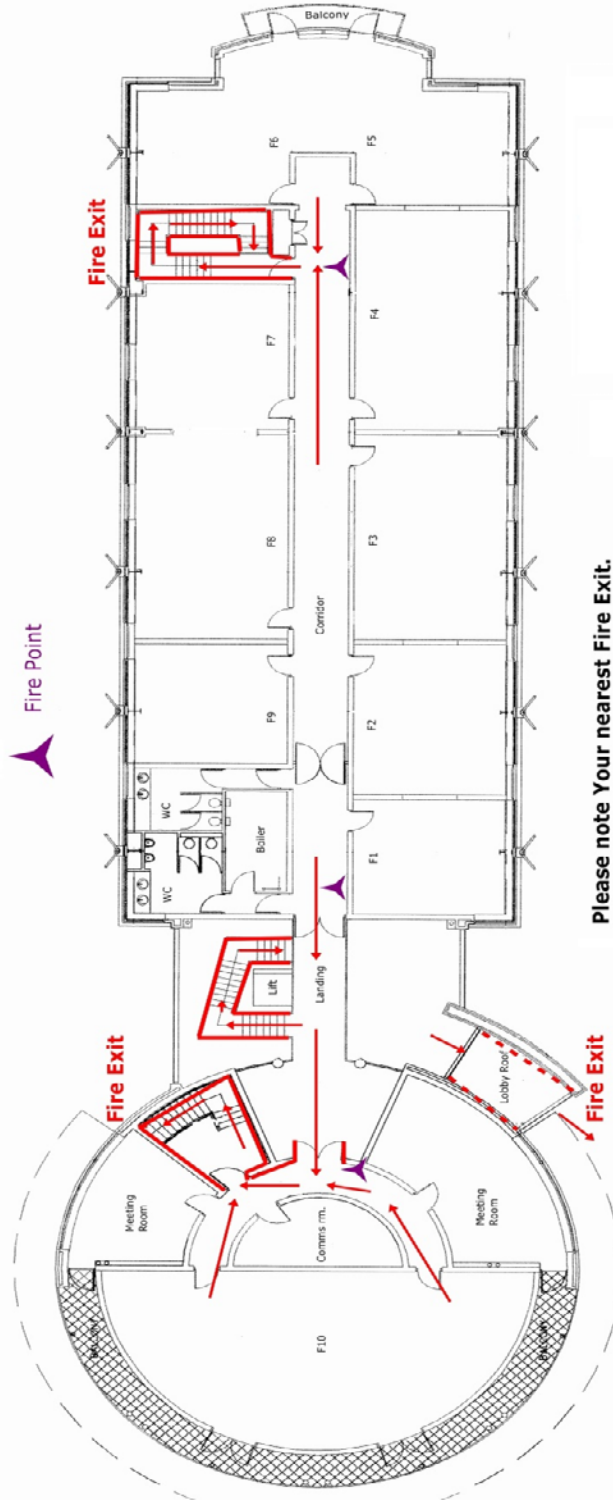
Evacuation Plan First Floor



You Are Here



Fire Point



**Please note Your nearest Fire Exit.
Do not use lift in case of Fire Emergency.**

Appendix 9

Emergency Contact Numbers

Synergy Global / ITT Dublin	Numbers to dial:
<ul style="list-style-type: none"> • Reception 	01 403 8403 086 3536325
<ul style="list-style-type: none"> • Assistant Estates Manager 	01 4042139
<ul style="list-style-type: none"> • Estates Manager 	01 4042630
<ul style="list-style-type: none"> • Security 	01 459 5892 / 087 6644289
First Aiders	Numbers to dial:
<ul style="list-style-type: none"> • 	
Medical Assistance	Numbers to dial:
<ul style="list-style-type: none"> • Tallaght Hospital 	01-414-2000
<ul style="list-style-type: none"> • Poisons Information Centre, Beaumont Hospital 	9-8379964 / 9-8379966
Emergency Services	Numbers to dial:
<ul style="list-style-type: none"> • Emergency Services – Fire / Ambulance / Gardaí 	9-999 / 9-911 / 9-112
<ul style="list-style-type: none"> • Gardaí – Tallaght 	9-666-6000
Fire Wardens	Numbers to dial:
<ul style="list-style-type: none"> • 	See Appendix 10 below

Appendix 10 Fire Wardens

Room	Company	Fire Warden	Telephone
Reception	Synergy Global (co-ordinator)	Aivis Suneps	01 403 8403
G1	IESS (TCMD Electronics)	Thomas McDarby	01 403 8461
G3	Canduco	Eva Adams	01 902 0688
G4/G5	Bluebridge Technology	Garret Coady & Patrick Dowling	01 403 8477 01 403 8485
G6	TL Marketing	Laura Nolan	01 403 8454
G7/G8	Endeco Technologies	Mark Gilsenan Keith Kelly Bill Duggan	01 524 0736
G9	Fijowave	John Hanlon	
F1	CRM Together	Marc Reidy	01 442 8548
	Hidden Depth	Dave Meir	01 254 4000
F2	Nielsen		
F3	Visual ID	Yvonne Greenalgh	01 902 2575
F5/F6	Fijowave	David Lochrin	01 525 3072
F7 / F8	Incereb	Fiona Coughlin	01 687 2245
F9	Center for Competitiveness Ireland	Tony Lenehan	01 531 2841
F10	neoSurgical Limited	Sinead Harrington	01 524 1446
	Lakeview Cafe	Rizwan Ali Chatta	01 466 0338

