

# OUR APPROACH TO FLEXIBLE WORKING AND FAMILY LEAVE

JANUARY 2020

## Flexible working and time off

Our continued success depends on our ability to attract and retain talented people in an environment that supports and inspires individual development and achievement. We recognise that our employees value greater flexibility and support in balancing life and work commitments, and acknowledge that these are important factors in also helping to attract a more diverse employee base.

All employees may request to change their working pattern, and managers are encouraged to facilitate requests. We support a range of different working arrangements and all working patterns are considered. As a result, we are seeing the benefits of creative working solutions including both formal and informal, long and short term, flexible working arrangements.

There will be occasions we all need to take time off work to deal with unexpected events involving dependants. Our policy sets out how employees may exercise their right to take a reasonable amount of time off work to deal with certain situations affecting dependants.

Employees may need time off to observe a religious festival. It is our policy to endeavour, on request, to alter an employee's working pattern so that breaks can be granted at times that coincide with their needs for religious observance. We endeavour to prioritise holiday requests from employees where this is needed for religious observance.

## Family leave

All employees – expectant mothers, fathers and adoptive parents - may take reasonable paid time off during working hours for ante-natal care. Employees are eligible for enhanced company maternity pay as part of our maternity, adoption and shared parental leave policies (subject to conditions). In the UK, the first 20 weeks of maternity, adoption or shared parental leave will be at full pay (inclusive of Statutory Maternity Pay). Employees may take a period of either one or two consecutive weeks enhanced company paternity leave at full pay.