

# Leave Policy

## Purpose

RightShip recognises that leave is important as it enables employees to, for example:

- take a holiday or break for rest and relaxation;
- maintain a healthy work-life balance;
- recover from illness or injury;
- look after a new child;
- look after loved ones or deal with unexpected emergencies;
- recover from and deal with instances of domestic and family violence; or
- become involved and participate in community activities.

The purpose of this Policy is to outline the different types of leave entitlements which apply to employees of RightShip.

## Scope

This Policy applies to all RightShip employees.

The terms of this Policy do not form part of an employee's contract of employment and this Policy may be varied, replaced or terminated at any time without notice at RightShip's discretion.

Please refer to the relevant country specific Appendix to this Policy for detailed leave entitlements which apply to your employment with RightShip.

## General Principles

Except as otherwise mandated by applicable law,

- leave entitlements accrue on ordinary time worked, including authorised paid leave;
- leave entitlements must have accrued for the leave entitlement to be paid;
- during periods of paid leave, salary will continue to be paid in accordance with the usual pay cycle;
- leave requests need to be approved by your manager prior to an employee taking leave on the system.

## References

### RightShip documents

- RightShip Code of Conduct

### Policy ownership and review

This Policy is owned by the Chief Executive Officer.

Policy version control

No.	Date approved	Date effective	Section amended	Authorised by
1	May 2020	May 2020	Initial release	CEO
2	February 2023	February 2023	Leave provisions for each country attached as Appendix	CEO

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## Appendix A: Australia

This Appendix outlines the leave entitlements which apply to RightShip employees employed by RightShip Australia Pty Ltd. This includes but is not limited to full-time, part-time or casual employees.

- Annual Leave
- Long Service Leave
- Personal Leave
- Compassionate Leave
- Parental Leave
- Community Service Leave
- Family Violence Leave
- Leave Without Pay

### Annual Leave

Eligibility and entitlement is as follows:

- full time employees are entitled to four weeks (20 days) paid annual leave for each year of service;
- part time employees' entitlement is calculated on a pro rata basis; and
- casual employees have no entitlement to annual leave.

Annual leave accrues progressively during each year of service and accumulates from year to year.

Annual leave should be taken within each anniversary year or contract period. It can be taken at a time that is mutually agreed with the employee's manager and is subject to operational requirements. Approval will not be unreasonably withheld.

RightShip may require employees to take annual leave on particular dates in circumstances including when an employee has more than six weeks of accrued annual leave (or where the leave accrual is otherwise considered by RightShip to be excessive), when the business is closed, or during an employee's notice period. If an employee does not have sufficient annual leave to cover the full duration of this period, the employee may take leave without pay or allow their annual leave to fall into a negative balance of no more than one week. Such approval would be given on the condition that the employee repays RightShip the value paid to them of any annual leave given in advance of entitlement should their employment with RightShip cease.

RightShip may refuse a leave request for operational reasons, including when the business is particularly busy.

Cashing out of annual leave is permitted only where a Modern Award applies and is done in accordance with that Award.

Any accrued but untaken annual leave will be paid out on termination.

## Long Service Leave (LSL) in Victoria

Eligibility and entitlement is as follows:

- all employees will accrue one week of long service leave for every 60 weeks of consecutive service; and
- after 7 years of consecutive service, an employee is entitled to take LSL.

If an employee's hours have changed in the last two years immediately before taking LSL, their leave entitlements will be calculated based on the average hours worked over the last 12 months or last 5 years; whichever is the greater amount.

A casual employee's average hours will be calculated as the greatest of the average earned over either the last 52 weeks, 260 weeks or entire period of employment. The rate of pay will include the casual loading.

An employee's LSL entitlement is based on their ordinary time rate of pay at the time the leave is taken or is to be paid out.

Any period of unpaid parental leave up to 52 weeks will count as service. Any period beyond 52 weeks will not count as service, but will not break continuity of employment.

Paid or unpaid absences of any duration because of illness or injury will not break continuous employment.

Periods of approved leave without pay will not break continuity of service, but do not count as service for the accrual of LSL.

The employment is taken to be continuous despite an absence from work caused by termination of the employment at the initiative of RightShip or the employee (i.e. resignation), if the employee is re-employed by RightShip within 12 weeks after cessation of employment.

Cashing out of LSL is not permitted by law.

An employee is entitled to request LSL for a period of not less than 1 day. An employee may request to take LSL at half pay over double the time.

For information about long service leave entitlements in relation to any other State or Territory in Australia, please contact HR.



# Personal Leave

Personal leave lets an employee take time off to help them deal with personal illness, caring responsibilities and family emergencies. Personal leave encompasses sick leave and carer's leave.

Full time employees are entitled to 10 days paid personal leave per year.

Part-time employees' entitlements are calculated on a pro rata basis depending on their hours of work.

Casual employees have no entitlement to paid personal leave.

All employees, including casual employees, are entitled to two days unpaid carer's leave each time an immediate family member or household member needs care and support because of a personal illness, or personal injury, affecting the member; or an unexpected emergency affecting the member. However, an employee cannot take unpaid carer's leave if the employee has paid personal leave that they could take.

"Immediate family member" means a:

- spouse or former spouse;
- de facto partner or former de facto partner;
- child;
- parent;
- grandparent;
- grandchild;
- sibling; or
- child, parent, grandparent, grandchild or sibling of the employee's spouse or de facto partner (or former spouse or de facto partner).

This definition includes step-relations and adoptive relations.

A "household member" is any person who lives with the employee.

Sick leave enables employees to take time off when personally ill, injured or incapacitated or to attend necessary medical appointments.

Carer's leave enables employees to take time off to care for an immediate family or household member who is sick or injured or to help during a family emergency (see definition).

Personal leave accrues progressively and accumulates from year to year.

If all accumulated sick leave has been exhausted, the employee will be on sick leave without pay which will be treated as leave without pay.

Employees must notify their manager via phone as soon as practicable indicating the reason for their absence and the estimated duration of their absence.

Employees are required to provide relevant supporting documentation for their personal leave request to their manager who is responsible for approving their leave request.

If any absence under sick leave, whether paid or unpaid, exceeds two consecutive working days, the employee applying for sick leave must provide a certificate from a registered health practitioner, or if not reasonably practicable, a statutory declaration stating that the employee is/was unable to attend duty on the days of absence due to illness.

Proof of illness may be requested in line with the evidence requirements for sick leave or any absence taken under carer's leave. The medical certificate must include the name of the person needing care and the name of the carer and that the illness is of such a nature that a person requires care or support.

Any accrued but untaken personal/carer's leave will not be paid out on termination of employment.

## Compassionate Leave

Eligibility and entitlement is as follows:

- all employees (including casual employees) are entitled to two days compassionate leave each time an immediate family or household member dies or suffers a life-threatening illness or injury;
- full-time and part-time employees receive paid compassionate leave and casual employees receive unpaid compassionate leave; and
- full-time and part-time employees are paid at their base pay rate for the ordinary hours they would have worked during the leave.

Compassionate leave will be granted to an employee due to the death, serious illness or injury of a member of the employee's immediate family or household (see definition above). Compassionate leave will also be granted to an employee if a child is stillborn, where the child would have been a member of the employee's immediate family, or a member of the employee's household, if the child had been born alive; or the employee, or the employee's spouse or de facto partner, has a miscarriage.

An employee may take compassionate leave for each occasion as:

- a single continuous two-day period; or
- two separate periods of one day each; or
- any separate periods to which the employee and their manager agree.

Compassionate leave can be taken any time an employee needs it. An employee may be required to provide a medical certificate, statutory declaration or other evidence that would satisfy a reasonable person, if requested.

Compassionate leave does not accrue and accordingly, will not be paid out on termination of employment.

## Parental Leave

Parental leave exists to allow parents the opportunity to care for a child following their birth or adoption.

### Eligibility and entitlement

All employees (including regular casual employees who have been employed for periods of employment during a period of at least 12 months) are entitled to parental leave to be the primary carer of a newborn or newly adopted child. Refer to Figure 1 - Parental Leave Entitlements.

Parental leave includes maternity, adoption and partner leave. This leave is taken in relation to the birth or adoption/placement of a child to a RightShip employee.

**Figure 1 - Parental Leave Entitlements**

Leave Type	Length of Service with RightShip	Entitlement Full Time / Part Time Employees	Entitlement Casual Employees
Primary Carer	< 1 year	Nil	Nil
Primary Carer	> 1 year	Up to 52 weeks of unpaid leave or up to a maximum 104 weeks by request  Employees who are taking parental leave to care for an adopted child are also entitled to two days unpaid pre-adoption leave to attend relevant interviews or examinations.	Only casual employees who have been employed on a regular and systematic basis with reasonable expectations of ongoing employment may be entitled to a maximum of up to 52 weeks unpaid leave.
Secondary Carer's Leave	< 1 year	Nil	Nil
Secondary Carer's Leave	> 1 year	Up to eight weeks of unpaid leave may be taken concurrently with the	Only casual employees who have been employed on a regular

**Figure 1 - Parental Leave Entitlements**

Leave Type	Length of Service with RightShip	Entitlement Full Time / Part Time Employees	Entitlement Casual Employees
		Primary Carer's leave in a 12 month period BUT any further unpaid leave is subject to the provision of evidence that they are now the primary carer of the child.	and systematic basis with reasonable expectations of ongoing employment may be entitled to a maximum of up to 8 weeks unpaid leave.

All parental leave, except Secondary Carer's Leave, must be taken in a single continuous period.

Employees who have taken parental leave do not have to work for another 12 months before they are eligible to take another period of parental leave.

An employee may take annual and/or LSL during parental leave, provided the total period of parental leave, including unpaid leave, does not exceed 24 months.

An employee's leave entitlements do not accrue whilst on unpaid parental leave.

Approved parental leave will not break continuity of service and up to 52 weeks' of unpaid parental leave will count towards any LSL entitlement.

An employee who has a medically defined late pregnancy miscarriage or the birth of a stillborn child and who has commenced parental leave, is entitled to 12 months' unpaid leave.

### Notice

Employees intending to take parental leave are required to provide at least 10 weeks' notice to RightShip of the anticipated date of birth and the intended start and end date of their parental leave.

At least four weeks before the intended start date, the employee planning to take parental leave needs to confirm intended start and end dates to their manager or advise of any changes to the intended start and end date.

The employee will need to provide the appropriate documentary evidence of the expected birth date or date of placement supporting the request for parental leave to their manager.

An employee may extend their original parental leave period, up to a maximum of 12 months, once only. Such a request must be made in writing to the employee's manager at least four weeks prior to the end of the original agreed leave period. The manager will respond to the request in writing to the employee within 21 days.

## **Health and Safety**

An employee who wishes to work during the six week period prior to the expected date of birth, or in the 6 weeks immediately after the birth of the child, may be requested to provide RightShip with a medical certificate confirming that the employee is fit to work.

If a pregnant employee provides acceptable evidence that she is fit for work but unable to perform her present position as a result of illness or risks associated with the pregnancy, or hazards connected to her position, RightShip will transfer the employee to an appropriate safe job, where such a position is available. If RightShip is unable to temporarily place the employee in an appropriate position, the employee will be entitled to paid leave for the duration that the employee would have been at risk.

## **Returning to work**

Upon the expiration of parental leave, the employee will be entitled to return to either:

- the position they held prior to taking parental leave; or
- an available position for which they are qualified and suited which is at the same level and salary and with duties as similar as possible to the position the employee held prior to taking unpaid parental leave.

Employees are required to notify their manager of their intention to return to work after a period of parental leave in writing at least four weeks prior to the expiration of the leave.

Employees returning to work after taking parental leave may request flexible working arrangements including working part-time, changing starting and finishing times of work or working from home.

RightShip will support employees who are breastfeeding by making sure they have suitable facilities available, for example a private room for breastfeeding, somewhere where the employee can store a breast pump, and a fridge where they can store any breast milk.

## **Salary review**

Should you be on leave at the time of your annual salary review, your salary will be reviewed at the normal review date and communicated to you in writing.

## **Bonus payments**

Assuming you are eligible, you will be entitled to bonus payments that relate to work that you completed before commencing leave. Where an annual discretionary bonus is paid in return for work done over the course of the year, then you will be paid pro rata for the proportion of the year during which you were not on leave.

## **Reasonable contact**

There can be reasonable contact from time to time between RightShip and an employee during parental leave and this contact does not bring your parental leave period to an end.

### **Protection from discrimination**

An employee cannot be discriminated against because of their parental leave or pregnant status. This means, for example, that an employee cannot be fired, demoted or treated differently to other employees because she is pregnant or they are taking parental leave.

## **Australian Government Paid Parental Leave Scheme**

Eligible employees who are the primary carer of a newborn or adopted child get up to 18 weeks' leave paid at the national minimum wage.

These payments are made to RightShip first, who will then pay them to the employee in accordance with RightShip's normal pay cycle. These payments can be paid before, after or at the same time as other entitlements such as annual leave and long service leave.

Eligible working dads and partners (including same-sex partners) get two weeks leave paid at the national minimum wage.

Employees must apply directly to their Family Assistance Office. Eligibility and entitlement is not determined by RightShip.

To find out more about the Government Paid Parental Leave scheme or to apply, visit [www.australia.gov.au/paidparentalleave](http://www.australia.gov.au/paidparentalleave)

## **RightShip-Funded Paid Parental Leave**

RightShip-funded paid parental leave does not affect an employee's eligibility for the Australian Government's Paid Parental Leave Scheme. An employee can be paid both.

Permanent full-time or part-time employees who have been continuously employed with RightShip for a minimum of 12 months and are the primary carer may be entitled to RightShip's Paid Parental Leave. If you are eligible, RightShip will 'top up' the Australian Government Paid Parental Leave Scheme so that employees receive their usual pay rate for the 18-week period.

Annual and personal leave will accrue on the portion of the payment that is RightShip-funded, and superannuation contributions are also paid.

For eligible working dads and partners (including same-sex partners), RightShip will 'top up' the Australian Government Paid Parental Leave Scheme so that employees receive their usual pay rate for the 2 week period.

Payment of RightShip-Funded Paid Parental Leave is conditional upon the employee confirming in writing, prior to starting parental leave, that they intend to return to work for at least 6 months after their leave. If they do not return to work for this minimum period any RightShip-Funded Paid Parental Leave pay must on demand be immediately repaid to RightShip. The employee does not have to return RightShip-Funded Paid Parental Leave pay if RightShip terminates the employee's employment, unless:

- it was entitled to and did terminate the employment summarily; or
- it terminated the employment pursuant to an application by the employee for voluntary redundancy.

## Community Service Leave

RightShip encourages employees to actively participate and volunteer within the community. You are entitled to Community Service Leave for certain activities such as:

- voluntary emergency management activities;
- Australian Defence Force Reserves activities; and
- jury duty (including attendance for jury selection).

Australian Defence Force Reserves leave encompasses leave to undertake duties associated with membership of the Australian Defence Force Reserves such as:

- deployment;
- annual training;
- drill parade; and
- attendance at a school and/or class or course of instruction.

An employee is entitled to access up to 10 days in each calendar year of Australian Defence Force Reserves leave, when the activity falls on the employee's normal day of work. Australian Defence Force Reserves leave is not cumulative.

An employee is entitled to access up to an additional twelve 12 weeks Australian Defence Force Reserves leave subject to a successful application to the Federal Government's Employer Support Payment Scheme (ESPS).

Where an employee requires additional leave for Australian Defence Force Reserves purposes, the employee may apply for annual leave, long service leave or leave without pay. Such leave will only be granted where the employee concerned is eligible for the category of leave they wish to apply for and the requested leave covers a period of time that is mutually convenient to RightShip and the employee.

With the exception of jury duty, community service leave is unpaid. If you are required to attend for jury service, RightShip will reimburse you for the difference between the amount you receive as jury service pay and your Base Remuneration excluding superannuation for the period of jury service.



In order to be entitled to this payment, you must notify RightShip immediately upon receiving notification of your requirement to attend jury service, and provide RightShip with the following details (including such supporting documents as RightShip requires):

- the dates you are required to attend for jury service;
- after jury service is completed, the amount you received for attending jury service; and
- evidence that you have taken all necessary steps to obtain any amount of jury service pay to which you are entitled.

## Family Violence Leave

Family Violence Leave (FVL) recognises RightShip's commitment to support its employees who are victims of family violence by providing additional special leave.

What is family violence?

For the purposes of this Policy, family violence is defined as:

*behaviour by a person towards a family member of that person if that behaviour:*

- *is physically or sexually abusive;*
- *is emotionally or psychologically abusive;*
- *is economically abusive;*
- *is threatening;*
- *is coercive;*
- *in any other way controls or dominates the family member and causes that family member to feel fear for the safety or wellbeing of that family member or another person; or*
- *behaviour by a person that causes a child to hear or witness, or otherwise be exposed to the effects of, behaviour referred to above.*

### Entitlement to family violence leave

Supplementing the 10 days paid FVL provided under the Fair Work Act in a 12 month period for the purpose of going to court, to attend an appointment with their doctor, bank, children's school, counsellor or anything else the employee may need to attend to in a crisis. This paid FVL will otherwise be on the same terms as the unpaid entitlement provided under the Fair Work Act.

FVL will be categorised as 'miscellaneous' leave to protect the employee's privacy.

FVL is not cumulative.

To take periods of FVL in excess of the FVL provided by the company, employees may elect to take a combination of the following:



- annual leave or long service leave, in which case the employee will continue to accrue their employment related entitlements; and
- leave without pay, in which case the continuity of the employee's employment will not be considered to have been broken.

An employee may be requested to provide RightShip with evidence that they are the victim of violence. In this instance medical reports, intervention orders, family law injunctions or statutory declarations are considered suitable evidence.

A manager must assure the employee of their right to confidentially and support when they disclose family violence.

No adverse action will be taken against an employee if their attendance or performance at work suffers as a result of experiencing family violence.

## Leave Without Pay

RightShip recognises that circumstances sometimes arise where an employee needs to take leave from work but has insufficient accrued leave entitlements to do so. Examples include non-work-related illness, caring for family members for an extended period, travel and study amongst other reasons.

Leave without pay is not an entitlement and will be granted at the sole discretion of the Chief Executive Officer having considered both the employee's needs and RightShip's operational requirements.

Leave without pay will generally be limited to a maximum of 6 months. Any leave greater than 6 months will only be considered in exceptional circumstances and will be managed on a case by case basis.

Leave without pay will not be granted for the purpose of engaging in other employment.

Leave without pay will only be considered and approved when all other appropriate forms of leave have been exhausted.

Employees who are granted and take leave without pay will not accrue entitlements that would accrue if they were working, eg. annual leave, LSL, and paid personal leave. The period of approved leave without pay will not constitute a break in the employee's continuity of service.

Employees are not entitled to any payment for public holidays during any period of leave without pay.

Employees are not entitled to any superannuation contribution payments during any period of leave without pay.

All employees who are granted leave without pay are expected to resume duties on the first working day after the expiration of the leave period. If an employee does not intend to resume duties, they should notify their manager at least four weeks before the expiration date of their approved leave period. A failure to make appropriate

arrangements with RightShip before the expiration date of the leave may result in an employee's employment ending due to abandonment of employment.

## Appendix B: Malta

This Appendix outlines the leave entitlements which apply to RightShip employees employed by RightShip Malta Ltd. This includes but is not limited to full-time, part-time.

- Annual Leave
- Maternity Leave
- Paternity Leave
- Parental Leave
- Adoption Leave
- Leave for Medically Assisted Procreation
- Urgent Family Leave
- Carer's Leave
- Other Special Leave
- Leave Without Pay

### Annual Leave

Eligibility and entitlement is as follows:

- full time employees are entitled to 24 days paid annual leave for each year of service plus an additional day of leave for every national or public holiday which falls during the weekend or weekly day of rest of the employee;
- part time employees' entitlement is calculated on a pro rata basis; Annual leave accrues progressively during each year of service and accumulates from year to year.

Annual leave should be taken within each calendar year (Jan – Dec). It can be taken at a time that is mutually agreed with the employee's manager and is subject to operational requirements. Approval will not be unreasonably withheld. Up to 10 days of annual leave may be carried forward each calendar year (Jan – Dec) to the next year but need to be used within the first 6 months of that year.

RightShip may require employees to take annual leave on particular dates in circumstances including when an employee has more than six weeks of accrued annual leave (or where the leave accrual is otherwise considered by RightShip to be excessive), when the business is closed, or during an employee's notice period. Such approval would be given on the condition that the employee repays RightShip the value

paid to them of any annual leave given in advance of entitlement should their employment with RightShip cease.

RightShip may refuse a leave request for operational reasons, including when the business is particularly busy.

Any accrued but untaken annual leave will be paid out on termination.

## Maternity Leave

A pregnant employee is entitled to 18 weeks of maternity leave – only 14 weeks out of these 18 weeks are paid for by RightShip. 6 weeks of maternity leave must be taken compulsorily after the date of birth.

At least 4 weeks before the commencement of maternity leave, the employee must inform RightShip in writing of the date of the maternity leave.

A pregnant employee is also entitled to take time off without loss of pay to attend ante-natal examinations if these need to take place during working hours.

During the period of maternity leave, the employee is entitled to all rights and benefits which may accrue to other employees in the same class of employment.

There may be certain instances where the pregnant employee will be entitled to special maternity leave, if there are risks to her health and safety. The special maternity leave shall be paid at the rate of the sickness benefit entitlement under the Social Security Act.

If the employee does not resume work following the termination of her maternity leave for a period of at least 6 months, the employee may be liable to repay to RightShip the wages received during maternity leave.

## Paternity Leave

Fathers or equivalent second parents have the right to paid paternity leave of 10 working days to be taken on the occasion of the birth or the adoption of the employee's child, immediately after the birth or adoption of the child.

## Parental Leave

Employees are entitled to four months of parental leave per child, as long as the employee has been in the continuous employment of RightShip for at least 12 months. Parental leave may be taken in a flexible way. Parental leave can be taken in the case of birth, adoption, child fostering or legal custody of a child, until the child has attained the age of 8 years. In the case of foster parents, the payment of allowance will be given as per parent applying for parental leave and not for each child fostered.

Upon a request for such leave, RightShip shall reply in writing within 2 weeks from the date of the request. The employee must give a minimum of 2 weeks' notice in writing prior to taking the leave, specifying the beginning and the end of the leave.

Out of these 4 months of parental leave, 2 months will be paid at the rate set for the sickness benefit entitlement under the Social Security Act. Parental leave shall be availed of and paid in the following manner:

(a) fifty per cent (50%) of entitlement will be paid, where the child or children for whose care parental leave was granted has or have not attained four (4) years of age;

(b) twenty five per cent (25%) of entitlement will be paid, where the child or children for whose care parental leave was granted has or have attained the age of four (4) years but has or have not yet attained the age of six (6) years; and

(c) twenty five per cent (25%) of entitlement will be paid, where the child or children for whose care parental leave was granted has or have attained the age of six (6) years but has or have not yet attained the age of eight (8) years:

Parental leave shall generally be availed of in established periods of 2 weeks each.

The employee needs to provide to RightShip evidence as required by law prior to the commencement of leave.

Parental leave may be postponed by RightShip for justifiable reasons.

## Adoption Leave

An employee who is the parent of an adopted child is entitled to a period of 18 weeks adoption leave. Only the first 14 weeks are paid leave.

In the case of a single parents, adoption leave shall be enjoyed by that parent. If there is more than one parent but only one is in employment, adoption leave shall be enjoyed by that parent. If both parents are in employment, each parent shall be entitled to that portion of adoption leave as the parents may agree to in writing.

The employee must provide prior notification in writing to RightShip, of at least two weeks, of the date when the employee intends to avail of such leave. Such notification must include a statement by the employee's accredited adoption agency certifying that a court date has been set for the hearing of the adoption case in the country of origin.

During adoption leave, the employee shall be entitled to all the rights and benefits which may accrue to other employees in the same class of employment.

Upon the termination of adoption leave, the employee must provide his services to RightShip for at least a period of two months, otherwise the employee will be liable to

repay the wages paid during adoption leave. If the employee only works part of the two months, the repayment shall be pro-rata.

## Leave for Medically Assisted Procreation

Prospective parents who undergo the process of medically assisted procreation are entitled to one hundred hours of leave for medically assisted procreation with full pay between them. The receiving person shall be entitled to 60 hours of leave whilst the other person shall be entitled to 40 hours of leave.

This leave shall be granted for every process of medically assisted procreation up to a maximum of three processes.

## Urgent Family Leave

All employees are entitled to time off from work in the case of urgent family reasons in cases of sickness or accident making the immediate presence of the employee indispensable. Immediate family means the husband or wife, children, and family relations up to the first degree. No advance notification of such leave is necessary except where it is possible for the employee to give at least 24 hours' notice.

Employees are entitled to 15 hours of urgent family leave, but such leave is deducted from the employee's annual leave.

## Carers' Leave

A carer is an employee who provides personal care or support to a relative, or to a person who lives in the same household as the employee and who is in need of care or support for serious medical reasons.

A carer is entitled to 5 working days per year as carers' leave, which leave however shall be unpaid.

## Other Special Leave

Employees are also entitled to the following:

- 1 working day of bereavement leave upon the death of the spouse, parent, son, daughter, brother or sister of the employee;
- 1 working day of birth leave granted to a father on the occasion of the birth of his child;
- 2 working days of marriage leave;

- Up to one year of injury leave;
- Jury service leave for as long as necessary; and
- Two working weeks of paid sick leave.

## Leave Without Pay

RightShip recognises that circumstances sometimes arise where an employee needs to take leave from work but has insufficient accrued leave entitlements to do so. Examples include non-work-related illness, caring for family members for an extended period, travel and study amongst other reasons.

Leave without pay is not an entitlement and will be granted at the sole discretion of the Chief Executive Officer having considered both the employee's needs and RightShip's operational requirements.

Leave without pay will generally be limited to a maximum of 6 months. Any leave greater than 6 months will only be considered in exceptional circumstances and will be managed on a case by case basis.

Leave without pay will not be granted for the purpose of engaging in other employment.

Leave without pay will only be considered and approved when all other appropriate forms of leave have been exhausted.

Employees who are granted and take leave without pay will not accrue entitlements that would accrue if they were working, eg. annual leave and paid personal leave. The period of approved leave without pay will not constitute a break in the employee's continuity of service.

Employees are not entitled to any payment for public holidays during any period of leave without pay.

All employees who are granted leave without pay are expected to resume duties on the first working day after the expiration of the leave period. If an employee does not intend to resume duties, they should notify their manager at least four weeks before the expiration date of their approved leave period. A failure to make appropriate arrangements with RightShip before the expiration date of the leave may result in an employee's employment ending due to abandonment of employment.

## Appendix C: Singapore

This Appendix outlines the leave entitlements which apply to RightShip employees employed by RightShip Singapore Pte Ltd. This includes but is not limited to full-time, part-time or casual employees.

- Annual Leave
- Medical and Hospitalisation Leave
- Maternity Leave
- Paternity Leave
- Childcare Leave
- Extended Childcare Leave
- Unpaid Infant Care Leave
- Shared Parental Leave
- Adoption Leave
- Compassionate Leave
- National Service Leave
- Family Violence Leave
- Leave Without Pay

### Annual Leave

Eligibility and entitlement is as follows:

- Full time employees are entitled to four weeks (20 days) paid annual leave for each year of service
- Leave entitlement will be calculated on a pro rata basis for new hires with incomplete year of service and part time employees
- Employees can carry forward up to a maximum of 50% of their earned annual leave entitlement to the next calendar year. The carry forward leave has to be utilised by 30 June of the next calendar year. Any unused leave will be forfeited.
- In the event that you fall sick/is hospitalised while on Annual Leave, the Annual Leave applied will be superseded by Medical/Hospitalisation Leave.
- Annual leave encashment is only applicable for resignation or termination cases.



## Medical and Hospitalisation Leave

Medical Leave entitlement is 14 days and Hospitalisation Leave entitlement (inclusive of the 14 days Medical Leave) is 60 days.

All medical and hospitalisation leave must be certified by a medical practitioner. You are required to submit your medical leave application, with the medical certificate to your Manager by the third business day of the medical leave taken. Otherwise, you shall be regarded as being absent from work without official leave.

If you are unable to come to work for any reason, and your absence has not previously been authorised by RightShip, you must inform your manager no later than 10.00 a.m. on any day you will be absent or within a reasonable amount of time.

You are not entitled to paid sick leave on public holidays, annual leave, rest days and non-working days.

If medical/hospitalisation leave taken by you exceeds the entitlement, RightShip will inform you and will deduct your salary equivalent to the number of days of medical/hospitalisation leave taken over and above the entitlement.

## Maternity Leave

Maternity leave exists to allow the mother the opportunity to care for a child following their birth.

You are eligible for **16 weeks of paid maternity leave** if you meet the following requirements :

- You have worked with the Company for a continuous period of at least 3 months before the birth of your child.
- You have given the Company at least 1 month's notice before going on maternity leave and informed the Company as soon as possible of your delivery. Otherwise, you are only entitled to half the payment during maternity leave, unless you have a good enough reason for not giving the notice.
- Maternity Leave can be taken starting from 4 weeks before delivery.

You will continue to be paid your usual monthly salary during the maternity leave period. You will also be eligible for maternity leave if your child is stillborn or dies shortly after birth. The Company will claim reimbursement from the Government in accordance with the Government-Paid Maternity Leave (GPML) scheme, where applicable. Employees who are eligible for GPML are required to complete the GPML form on the government portal ([msf.gov.sg](https://msf.gov.sg)) and submit to HR where applicable.

### Reasonable contact

There can be reasonable contact from time to time between RightShip and an employee during maternity leave and this contact does not bring your maternity leave period to an end.

### Protection from Discrimination

An employee cannot be discriminated against because she is pregnant. This means that an employee cannot be fired, demoted or treated differently to other employees because she is pregnant.

## Paternity Leave

Paternity leave entitlement is 2 weeks.

As a working father, you are entitled to Government-Paid Paternity Leave (GPPL) for all births if you have worked with the Company for a continuous period of at least 3 months before the birth of your child.

- Adoptive fathers who meet the following requirements are also entitled to GPPL for all birth if you have worked with the Company for a continuous period of at least 3 months before the birth of your child.

You can take your leave as follows:

Arrangement	2 weeks GPPL.
Default, without any mutual agreement	Take 2 continuous weeks within 16 weeks after the birth of the child.
Flexibly, by mutual agreement	Take 2 continuous weeks any time within 12 months after the birth of the child.  Split the 2 weeks into working days and take them in any combination within 12 months after the birth of the child.
Calculating actual leave days	2 weeks X the number of working days in the week.  Capped at 6 working days per week.

Male employees who are eligible for Government Paid Paternity Leave are required to complete the Government Paid Paternity Leave (GPPL) form on the Government Portal (msg.gov.sg) and submit to HR.

## Childcare Leave

You are eligible for Government-Paid Childcare Leave (GPCL) if you meet the following requirements:

- Your child is below 7 years old.
- You have worked with the Company for at least 3 continuous months.

You and your spouse each get 6 days per year of childcare leave until the year your child turns 7 years old, regardless of the number of children you have.

You need to consume your yearly childcare leave entitlement by the **end of that year**. You cannot carry forward childcare leave meant for one year to the next.

Your leave is paid as follows:

- The first 3 days will be paid by your employer.
- The remaining 3 days will be paid by the Government.
- Payments are capped at \$500 per day, including CPF contributions.

Employees who are eligible for Government Paid Childcare Leave (GPCL) are required to complete the Government Paid Childcare Leave (GPCL) form on the Government Portal (msg.gov.sg) and submit to HR.

## Extended Childcare Leave

You are eligible for **2 days** of extended childcare leave per year if you meet the following requirements:

- Your youngest child is between **7 and 12** years old (inclusive).
- You have worked with the Company for a continuous period of at least 3 months.

These 2 days will be paid for by the Government, capped at \$500 per day, including CPF contributions. Extended childcare leave are not pro-rated.

Employees who are eligible for Government Paid Extended Childcare Leave (ECL) are required to complete the Government Paid Childcare Leave (GPCL) form on the Government Portal (msg.gov.sg) and submit to HR.

## Unpaid Infant Care Leave

You are eligible for infant care leave **without pay** if you meet all the following requirements:

- Your child is below 2 years of age. This includes legally adopted children or step-children.
- You have worked with the Company for a continuous period of at least 3 months.
- Each parent is entitled to **6 days a year** of unpaid infant care leave, regardless of the number of children.

## Shared Parental Leave

As a working father, you can currently apply to share up to 4 weeks of your wife's 16 weeks of Government-Paid Maternity Leave, subject to your wife's agreement.

You are entitled to shared parental leave if you meet the following requirements :

- The child's mother qualifies for Government-Paid Maternity Leave (GPML).
- You are lawfully married to the child's mother.

If your citizen child is born, or has an estimated delivery date (EDD) **on or after 1 July 2017**, you are entitled to take up to **4 weeks** of shared parental leave, capped at \$2,500 per week, including CPF. The shared parental leave is allocated in blocks of full weeks, e.g. your wife can allocate 1 to 4 weeks of shared parental leave.

You can take your leave as follows:

Arrangement	Up to 4 weeks
Default, without any mutual agreement	Take in a continuous stretch within 12 months after the birth of the child.
Flexibly, by mutual agreement	Take in blocks of weeks or in working days, in any combination within 12 months after the birth of the child.
Calculating working days	<p>Number of weeks x the number of working days in the week.</p> <p>Capped at 6 working days per week.</p>

Male employees who are eligible for Shared Parental Leave (SPL) are required to complete the Shared Parental Leave (SPL) form on the Government Portal (msg.gov.sg) and submit to HR.

## Adoption Leave

As the mother of an adopted child, you are entitled to adoption leave if you meet the following criteria:

- Your adopted child is below the age of **12 months** at the point of your **formal intent to adopt**. The “formal intent to adopt” happens:
  - **For a local child**: when you file the court application to adopt.
  - **For a foreign child**: when in-principle approval is granted for a Dependant’s Pass.
- The adopted child is a Singapore citizen.
- If the child is a foreigner:
  - One of the adoptive parents must be a Singapore citizen.
  - The child must become a Singapore citizen **within 6 months** of the adoption.
- You have worked with the Company for a continuous period of at least 3 months immediately before your formal intent to adopt.
- The adoption order must be passed within 1 year from the formal intent to adopt.
- If your formal intent to adopt is on or after 1 July 2017, you are entitled to 12 weeks of adoption leave for mothers, capped at \$10,000 per every 4-week leave taken, including CPF.
- You can start your adoption leave from your formal intent to adopt.
- You must consume your adoption leave before the child’s first birthday.
- The Company will pay your usual monthly salary during the leave period and claim reimbursement from the Government accordingly:

Births	Paid by employer	Reimbursed by government
First and second	First 4 weeks	Last 8 weeks
Third and subsequent	–	All 12 weeks

- Reimbursement is subject to a maximum of \$20,000 for the first and second children, and \$30,000 for the third and subsequent children, including CPF.
- You can take your leave as follows:

Arrangement	12 weeks
Default, without any mutual agreement	Taken as a continuous stretch, from the date of formal intent to adopt.
Flexibly, by mutual agreement	<p>The first 8 weeks must be taken in one continuous stretch starting any time between the date of formal intent to adopt and the date when the Adoption Order is granted, including both dates.</p> <p>The last 4 weeks can be taken flexibly in days before the child's first birthday.</p>
Calculating working days	<p>4 weeks X number of working days in the week.</p> <p>Capped at 6 working days per week.</p>

Female employees who are eligible for Adoption Leave (AL) are required to complete the Adoption Leave (AL) form on the Government Portal ([msg.gov.sg](https://msg.gov.sg)) and submit to HR.

Adoption leave exists to allow the mother the opportunity to care for a child following the adoption.

### Reasonable contact

There can be reasonable contact from time to time between RightShip and an employee during adoption leave and this contact does not bring your adoption leave period to an end.

### Protection from Discrimination

An employee cannot be discriminated against because she is on adoption leave. This means that an employee cannot be fired, demoted or treated differently to other employees because she is on adoption leave.

## Compassionate Leave

All full time and part time employees (including contract employees) are entitled to two days compassionate leave each time an immediate family or household member dies or suffers a life-threatening illness or injury.

Compassionate leave will be granted to an employee due to the death, serious illness or injury of a member of the employee's immediate family or household (see definition).

Compassionate leave can be taken any time an employee needs it. An employee may be required to provide a death or medical certificate, statutory declaration or other evidence that would satisfy a reasonable person if requested.

As compassionate leave is an event-based leave, it does not accrue and accordingly, will not be paid out on termination of employment.

## National Service Leave

In the event that you are required to attend reservist training, please inform your manager and HR as soon as you receive the notification from the relevant authority (MINDEF/SPF/SCDF). You are required to submit the reservist notification (e.g. SAF 100 form) to HR upon receipt.

## Family Violence Leave

Family Violence Leave (FVL) recognises RightShip's commitment to support its employees who are victims of family violence by providing additional special leave.

### What is family violence?

For the purposes of our policy, family violence is defined as behaviour by a person towards a family member of that person if that behaviour:

- Is physically or sexually abusive
- Is emotionally or psychologically abusive
- Is economically abusive or
- Is threatening
- Is coercive
- In any other way controls or dominates the family member and causes that family member to feel fear for the safety or wellbeing of that family member or another person
- Behaviour by a person that causes a child to hear or witness, or otherwise be exposed to the effects of, behaviour referred to above

### Entitlement to family violence leave

Employees may request up to 2 weeks' paid FVL leave for the purpose of going to court, to attend an appointment with their doctor, bank, children's school, counsellor or anything else the employee may need to attend to in a crisis.

FVL will be categorised as 'miscellaneous' leave in order to protect the employee's privacy.

FVL accrues each financial year, and is in addition to any other entitlements accrued by the employee. However, FVL is not cumulative and cannot be carried over to the following financial year.

In order to take periods of FVL in excess of the FVL provided by the company, employees may elect to take a combination of the following:

- Annual leave or long service leave, in which case the employee will continue to accrue their employment related entitlements; and
- Leave without pay, in which case the continuity of the employee's employment will not be considered to have been broken and the employee will continue to accrue their employment related entitlements.

An employee may be requested to provide the company with evidence that they are the victim of violence. In this instance medical reports, intervention orders, family law injunctions or statutory declarations are considered suitable evidence.

A manager must assure the employee of their right to confidentially and support when they disclose family violence.

No adverse action will be taken against an employee if their attendance or performance at work suffers as a result of experiencing family violence.

## Leave Without Pay

- RightShip recognises that circumstances sometimes arise where an employee needs to take leave from work but has insufficient accrued leave entitlements to do so. Examples include non-work related illness, caring for family members for an extended period of time, travel and study amongst other reasons.
- Leave without pay is not an entitlement and will be granted at the sole discretion of the Chief Executive Officer (CEO) having considered both the employee's needs and RightShip's operational requirements.
- Leave without pay will generally be limited to a maximum of 6 months. Any leave greater than 6 months will only be considered in exceptional circumstances and will be managed on a case by case basis.



- Leave without pay will not be granted for the purpose of engaging in other employment.
- Leave without pay will only be considered or approved when all other appropriate forms of leave have been exhausted.
- Employees who are granted and take leave without pay will not accrue entitlements that would accrue if they were working, e.g. annual leave and paid personal leave. The period of approved leave without pay will not constitute a break in the employees' continuity of service.
- Employees are not entitled to any payment for public holidays during any period of leave without pay.
- Employees are not entitled to any pension contribution payments during any period of leave without pay.
- All employees who are granted leave without pay are expected to resume duties on the first working day after the expiration of the leave period. If an employee does not intend to resume duties, they should notify their manager at least four weeks before the expiration date of their approved leave period. A failure to make appropriate arrangements with RightShip before the expiration date of the leave may result in an employee's employment ending due to abandonment of employment.

## Appendix D: UK

This Appendix outlines the leave entitlements which apply to RightShip employees employed by RightShip UK Ltd. This includes but is not limited to full-time, part-time employees.

- Annual Leave
- Sickness Absence Leave
- Compassionate Leave
- Maternity Leave
- Paternity Leave
- Adoption Leave
- Community Service Leave
- Family Violence Leave
- Leave Without Pay

### Annual Leave

RightShip's holiday year runs from 1 July to 30 June. If your employment starts or finishes part way through the holiday year, your holiday entitlement during that year shall be calculated on a pro-rata basis rounded up to the nearest half day.

#### Eligibility and entitlement

Eligibility and entitlement is as follows:

- Full time employees are entitled to five weeks (25 days) plus UK public holidays paid annual leave in each holiday year
- Part time employees' entitlement is calculated on a pro rata basis

Employees are entitled to carry forward up to a maximum of 10 days' accrued but untaken annual leave into the following holiday year, save that such carried-forward entitlement must be taken by 31 December of that following holiday year, otherwise the carried-forward entitlement shall be lost. Subject to this, annual leave entitlement must otherwise be taken during the holiday year in which it accrues. In each case, where untaken annual leave is lost, you will not receive any payment in lieu in relation to it.

Annual leave should be taken at a time that is mutually agreed with the employee's manager and such approval will be subject to operational requirements, but will not be unreasonably withheld. Employees should give as much notice as possible of holiday requests to allow planning of work schedules where necessary and must not make travel bookings until approval has been given.

RightShip may require employees to take (or not to take) annual leave on particular dates, including when the business is closed, particularly busy, or during their notice period. If an employee does not have sufficient annual leave to cover the full duration of this period, the employee may take leave without pay or allow their annual leave to fall into a negative balance of no more than one week. Such approval would be given on the agreement that the employee promptly repays RightShip the net value paid to them of any annual leave given in advance of entitlement should their employment contract with RightShip cease.

Unused annual leave can also be carried over to another holiday year in the following circumstances:

- In cases involving sickness absence, as set out below
- In cases of maternity, paternity, adoption, parental or shared parental leave, as set out below
- If otherwise required by law

#### **Sickness during periods of annual leave**

Subject to receipt of satisfactory evidence by RightShip, if an employee is sick or injured during a holiday period and would have been incapable of work, they may choose to treat the period of incapacity as sick leave and reclaim the affected days of annual leave.

Subject to receipt of satisfactory evidence by RightShip, employees already on sick leave before a pre-arranged period of annual leave may choose to cancel any days of holiday that coincide with the period of incapacity and treat them as sick leave.

Dishonest claims or other abuse of this procedure will be treated as misconduct under our disciplinary procedure.

#### **Long-term sickness absence and annual leave**

Annual leave entitlement continues to accrue during periods of sick leave.

If an employee is on a period of sick leave which spans two holiday years, or if they return to work after sick leave so close to the end of the holiday year that they cannot reasonably take their remaining annual leave, they may carry over unused annual leave to the following leave year.

Carry over under this rule is limited to the four-week minimum annual leave entitlement under EU law (which includes bank holidays), less any leave taken during the holiday year that has just ended. If an employee has taken four weeks' holiday by the end of the holiday year, they will not be allowed to carry anything over under this rule. If they have taken less than four weeks, the remainder may be carried over under this rule. For example, a full-time employee who has taken two weeks' annual leave plus two bank holidays before starting long-term sick leave can only carry over one week and three days.

Any holiday that is carried over under this rule but is not taken within 18 months of the end of the holiday year in which it accrued will be lost. Alternatively, an employee can choose to take their paid holiday during their sick leave, in which case they will be paid at their normal rate.

### **Family leave and annual leave entitlement**

Annual leave entitlement continues to accrue during periods of maternity, paternity, adoption, parental or shared parental leave (referred to collectively in this policy as "family leave"). An employee who is planning a period of family leave that is likely to last beyond the end of the holiday year should discuss their holiday plans with their manager before starting their family leave. Any annual leave entitlement for the year that cannot reasonably be taken before starting family leave can be carried over to the next holiday year.

Any holiday carried over should be taken immediately before returning to work, or within three months of returning to work after the family leave.

### **Arrangements on termination**

On termination of employment you may be required to use any remaining annual leave entitlement during your notice period. Alternatively, you may be paid in lieu of any accrued but untaken holiday entitlement for the current holiday year to date, plus any holiday permitted to be carried over from previous years under this policy.

## **Sickness Absence Leave**

Sickness absence leave enables employees to take time off when personally ill, injured or incapacitated or to attend necessary medical appointments. It also enables employees to take time off to care for an immediate family or household member who is sick or injured or to help during a family emergency (see definition).

Abuse of sickness absence, including failing to report absence or falsely claiming sick pay will be treated as misconduct under our Performance Management Policy and Procedure.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

### **Reporting when you are sick**

If you cannot attend work because you are sick or injured you should telephone your manager as early as possible and no later than 30 minutes after the time when you are normally expected to start work.

### **Evidence of incapacity**

You must complete a self-certification form for sickness absence of up to seven calendar days.

For absence of more than a week you must provide a medical certificate stating that you are not fit for work and giving the reason. You must also complete a self-certification form to cover the first seven days. If absence continues beyond the expiry of a certificate, a further certificate must be provided.

If your eligible healthcare professional provides a certificate stating that you "may be fit for work" you must inform your manager immediately. We will hold a discussion with you about how to facilitate your return to work, taking account of your healthcare professional's advice. If appropriate measures cannot be taken, you will remain on sick leave and we will set a date for review.

### **Statutory sick pay**

You may be entitled to Statutory Sick Pay (SSP) if you satisfy the relevant statutory requirements. Qualifying days for SSP are Monday to Friday, or as set out in your employment contract. The rate of SSP is set by the government in April each year. No SSP is payable for the first three consecutive days of absence. It starts on the fourth day of absence and may be payable for up to 28 weeks.

### **Company sick pay**

After successfully completing your probationary period, you will qualify for company sick pay provided you comply with this policy and any further requirements set out in your contract. This does not affect any entitlement you may have to receive SSP for the same periods of sickness absence, although any sick pay you receive from the Company shall be inclusive of any SSP due to you.

No company sick pay will be paid for the first three consecutive days of absence. If you are absent for four or more days, company sick pay will be paid from the fourth day of absence onwards at your full basic salary for the first 2 weeks' absence.

From the end of the second week of absence up to and including the end of the thirteenth week of absence in any rolling 12 month period, company sick pay will be paid at the rate of 75% of your basic salary.

When this entitlement is exhausted, you will not qualify for Company sick pay until you have returned to work and worked for a total of 26 weeks, although this does not affect any entitlement you may have to receive further SSP.

Company sick pay is paid at RightShip's discretion and we may amend or withdraw the scheme at any time.

### **Return-to-work interviews**

After a period of sick leave your manager may hold a return-to-work interview with you. The purposes may include:

- ensuring you are fit for work and agreeing any actions necessary to facilitate your return;
- confirming you have submitted the necessary certificates;
- updating you on anything that may have happened during your absence;
- raising any other concerns regarding your absence record or your return to work.

### **Managing long-term or persistent absence**

The following paragraphs set out our procedure for dealing with long-term absence or where your level or frequency of short-term absence has given us cause for concern. The purpose of the procedure is to investigate and discuss the reasons for your absence, whether it is likely to continue or recur, and whether there are any measures that could improve your health and/or attendance. We may decide that medical evidence, or further medical evidence, is required before deciding on a course of action.

We will notify you in writing of the time, date and place of any meeting, and why it is being held. We will usually give you a week's notice of the meeting.

Meetings will be conducted by your line manager and will normally be attended by a member of the Human Resources department.

You may bring a companion to any meeting or appeal meeting under this procedure. Your companion may be either a trade union representative or a colleague, who will be allowed reasonable paid time off from duties to act as your companion.

If you or your companion cannot attend at the time specified you should let us know as soon as possible and we will try, within reason, to agree an alternative time.

If you have a disability, we will consider whether reasonable adjustments may need to be made to the sickness absence meetings procedure, or to your role or working arrangements.

### **Medical examinations**

We may ask you to attend a medical examination by a doctor or occupational health professional or other specialist nominated by us (at our expense).

You will be asked to agree that any medical report produced may be disclosed to us and that we may discuss the contents of the report with the specialist and with our advisers. All medical reports will be kept confidential and held in accordance with our Data Protection Policy.

### **Initial sickness absence meeting**

The purposes of a sickness absence meeting or meetings will be to discuss the reasons for your absence, how long it is likely to continue, whether it is likely to recur, whether to obtain a medical report, and whether there are any measures that could improve your health and/or attendance.

In cases of long-term absence, we may seek to agree a return-to-work programme, possibly on a phased basis.

In cases of short-term, intermittent absence, we may set a target for improved attendance within a certain timescale.

### **If matters do not improve**

If, after a reasonable time, you have not been able to return to work or if your attendance has not improved within the agreed timescale, we will hold a further meeting or meetings. We will seek to establish whether the situation is likely to change, and may consider redeployment opportunities at that stage. If it is considered unlikely that you will return to work or that your attendance will improve within a short time, we may give you a written warning that you are at risk of dismissal. We may also set a further date for review.

### **Final sickness absence meeting**

Where you have been warned that you are at risk of dismissal, and the situation has not changed significantly, we will hold a meeting to consider the possible termination of your employment. Before we make a decision, we will consider any matters you wish to raise and whether there have been any changes since the last meeting.

### **Appeals**

You may appeal against the outcome of any stage of this procedure as outlined in the Dispute Resolution Policy. If you wish to appeal you should set out your appeal in writing stating your grounds of appeal, within one week of the date on which the decision was sent or given to you.

If you are appealing against a decision to dismiss you, we will hold an appeal meeting, normally within two weeks of receiving the appeal. This will be dealt with impartially and, where possible, by a more senior manager who has not previously been involved in the case.

We will confirm our final decision in writing, usually within one week of the appeal hearing. There is no further right of appeal.

The date that any dismissal takes effect will not be delayed pending the outcome of an appeal. However, if the appeal is successful, the decision to dismiss will be revoked with no loss of continuity or pay.



## Compassionate Leave

Eligibility and entitlement is as follows:

- All employees (including casual employees) are entitled to two days compassionate leave each time an immediate family or household member dies or suffers a life-threatening illness or injury
- Full-time and part-time employees receive paid compassionate leave and casual employees receive unpaid compassionate leave
- Full-time and part-time employees are paid at their base pay rate for the ordinary hours they would have worked during the leave

Compassionate leave will be granted to an employee due to the death, serious illness or injury of a member of the employee's immediate family or household (see definition).

An employee may take compassionate leave for each occasion as:

- A single continuous two-day period, or
- Two separate periods of one day each, or
- Any separate periods on which the employee and their manager agree

Compassionate leave can be taken any time an employee needs it (subject to the criteria above). An employee may be required to provide a medical certificate or other evidence that would satisfy a reasonable person if requested.

As compassionate leave is an event-based leave, entitlement to compassionate leave does not accrue and accordingly, will not be paid out on termination of employment.

## Maternity Leave

This policy only applies to employees and does not apply to agency workers or self-employed contractors. This policy does not form part of any employee's contract of employment and RightShip may amend this policy at any time.

### Salary review

Should you be on leave at the time of your annual salary review, your salary will be reviewed at the normal review date and communicated to you in writing.

### Bonus Payments

You will be entitled to bonus payments that relate to work that you may have done before commencing leave. Where an annual discretionary bonus is paid in return for work done over the course of the year, then you will be paid pro rata for the proportion of the year during which you were not on leave.



### **Keeping in touch days**

You are entitled to work for up to ten days in the maternity leave period. There is no limit on when these "keeping in touch" days can be taken, other than they must not be taken in the two weeks immediately following childbirth. There is no requirement for you to undertake work or for the Company to offer it. Any arrangements will be purely voluntary. "Work" means any kind of work and can include training.

You will be paid at your normal basic rate of pay for time spent working on a keeping-in-touch day and this will be inclusive of any maternity pay entitlement.

### **Reasonable contact**

There can be reasonable contact from time to time between RightShip and an employee during maternity leave and this contact does not bring your maternity leave period to an end.

### **Shared parental leave**

In some cases you and your spouse or partner may be eligible to opt into the shared parental leave (SPL) scheme which gives you more flexibility to share the leave and pay available in the first year. You will need to give us at least eight weeks' notice to opt into SPL, and you must remain on maternity leave until at least two weeks after birth. For information about SPL, see our Shared Parental Leave Policy.

### **Before your baby is born**

When you are expecting a baby, you are entitled to paid time off for ante-natal care. In order to support any requests for time off work for ante-natal care, you will need to provide a certificate from your doctor, midwife or health visitor, stating that you are pregnant, or an appointment card or other document showing that the appointment has been made.

To protect the health and safety of you and your unborn child, RightShip should be informed of the pregnancy as soon as is practicable. RightShip reserves the right to request that you attend a medical consultation, and, if necessary, to allocate work in accordance with medical opinion. Acting on advice from a doctor regarding the health of you/your child, RightShip may transfer you into suitable alternative work rather than put you or your colleagues' health or safety at risk. This action would only be contemplated in extreme circumstances and would be carried out with full and proper consultation with you. However, it is your responsibility to fully co-operate with this process. If suitable alternative work is not available, suspension from work on full pay will be considered.

### **Stillbirth and Neonatal Loss**

You are entitled to maternity leave in accordance with this policy if your child is stillborn after 24 weeks of pregnancy or born alive at any stage of pregnancy but does not

survive (neonatal loss). If eligible, you will also be entitled to maternity pay, in accordance with the terms of this policy.

### **Ordinary and Additional Maternity Leave**

All employees that are pregnant qualify for ordinary maternity leave ("OML") and additional maternity leave ("AML").

OML is a period of 26 weeks and AML is a further period of 26 weeks' leave immediately following OML. The distinction between the two periods of leave is relevant to your right to return to work and to the obligations you owe to RightShip during your period of maternity leave.

### **Rights during maternity leave**

#### **Benefit of terms and conditions**

During your absence from work on maternity leave you are entitled to the benefit of the terms and conditions of employment that would have applied had you not been absent (except for the terms relating to pay), whilst remaining bound by your contractual obligations, provided these are compatible with being on maternity leave. Subject to eligibility, you are also entitled to receive Statutory Maternity Pay ("SMP").

#### **Right to return**

OML - on returning from OML, you have the right to return to your old job on the same terms and conditions.

AML - upon returning from AML you have the right to return to your old job on the same terms and conditions unless it is not reasonably practicable for you to do so, in which case you have the right to return to a suitable and appropriate job on terms and conditions which are not less favourable.

#### **Holiday entitlement**

You continue to accrue annual leave entitlement during your OML and AML. If you decide not to return to work following a period of maternity leave, RightShip will pay in lieu for the untaken leave accrued up to the end of your employment.

#### **Pension**

The Company will continue to make pension contributions on your behalf while you are in receipt of maternity pay. Your contributions will be deducted from your maternity pay and will be based on the maternity pay you receive rather than your usual salary. If you wish to increase your contributions to make up any shortfall from those based on your normal salary then please contact Human Resources.

#### **Healthcare cover**

You will continue to receive Company funded health insurance throughout your maternity leave, if you are in receipt of this entitlement immediately prior to

starting your maternity leave. However, you should note that no claims can be made under this policy for medical treatment relating to either the pregnancy, the birth or post-natal care.

Where you are required to make contributions to the healthcare cover, continuation of the cover will be conditional on you paying your contributions directly by personal cheque or bank transfer to the Company for any periods not covered by maternity pay.

Once your baby is born, you can amend your cover to include your new dependant.

### Notification requirements

Before the end of the 15th week before your expected week before the week that you expect to give birth (**Qualifying Week**), or as soon as reasonably practical afterwards, you must tell us:

- the week in which your doctor or midwife expects you to give birth (**Expected Week of Childbirth**); and
- the date on which you would like to start your maternity leave (**Intended Start Date**).

We will write to you within 28 days to tell you the date we will expect you to return to work if you take your full maternity leave entitlement (**Expected Return Date**).

It is assumed that you will return to work at the end of your AML. If you want to return to work before the end of your AML you must give the Company at least eight weeks' advance notice of your return date.

Once you receive a certificate from a doctor or midwife confirming your Expected Week of Childbirth (MATB1), you must provide us with a copy.

### Starting maternity leave

The earliest you can start maternity leave is 11 weeks before the Expected Week of Childbirth (unless your child is born prematurely before that date).

If you want to change your Intended Start Date please tell us in writing. You should give us as much notice as you can, but wherever possible you must tell us at least 28 days before the original Intended Start Date (or the new start date if you are bringing the date forward). We will then write to you within 28 days to tell you your new expected return date.

Your maternity leave should normally start on the Intended Start Date. However, it may start earlier if you give birth before your Intended Start Date, or if you are absent for a pregnancy-related reason in the last four weeks before your Expected Week of Childbirth. In either of those cases, maternity leave will start on the following day.

Shortly before your maternity leave is due to start we will discuss with you the arrangements for covering your work and the opportunities for you to remain in contact, should you wish to do so, during your leave. Unless you request otherwise, you will remain on circulation lists for internal news, job vacancies, training and work-related social events.

The law says that we cannot allow you to work during the two weeks following childbirth.

## **Pay during maternity leave**

### **Statutory Maternity Pay ("SMP")**

The SMP period is a period of 39 weeks. SMP consists of:

- 90% of your average weekly earnings for the first 6 weeks, then
- Prescribed rate SMP (which is set by the Government each April) per week, (or 90% of average weekly earnings if this is less than the prescribed rate of SMP) for the next 33 weeks.

As a general rule, your average weekly earnings are based on the average of all the pay you receive in the two months up to and including the last payday prior to the Qualifying Week.

The point at which you start being paid your SMP depends on when you commence your maternity leave. Payments are made through the payroll on the normal payday of each month.

### **Eligibility for SMP**

You will be eligible for SMP if you:

- have been continuously employed with RightShip for at least 26 weeks at the 15th week before the EWC (the "Qualifying Week")
- are still pregnant at the eleventh week before your EWC or have had the baby by that time
- have stopped attending work
- have had average weekly earnings in the 8 weeks prior to the Qualifying Week equal to or more than the lower earnings limit for national insurance contributions
- have complied with the notice requirements and provided evidence of the EWC
- have provided RightShip with your completed Maternity Leave form (refer to Appendix B) and MATB1 form (from your doctor or midwife)

You may still qualify for an alternative state benefit such as Maternity Allowance or Incapacity Allowance even if you are not eligible for SMP. For more information about this, see the Department for Work and Pensions website (<http://www.dwp.gov.uk/>).

## **RightShip-Funded Paid Maternity Leave**

RightShip-funded paid Maternity leave doesn't affect an employee's eligibility for SMP. An employee can be paid both.

Permanent full-time or part-time employees who have been continuously employed with RightShip for at least 26 weeks at the 15th week before the EWC (the "Qualifying Week") may be entitled to RightShip's Paid Maternity Leave. If you are eligible, RightShip will 'top up' the SMP so that employees receive 75% of their usual pay rate for the 33-week period (weeks 7 – 39).

Payment of RightShip Paid Maternity Leave is conditional upon the employee confirming in writing, prior to starting maternity leave, that they intend to return to work for at least 6 months after maternity leave. If they do not return to work for this minimum period any RightShip Paid Maternity Leave pay (but not SMP) must on demand be immediately repaid to RightShip. The employee does not have to return RightShip Paid Maternity Leave pay if RightShip terminates the employee's employment, unless:

- it was entitled to and did terminate the employment summarily; or
- it terminated the employment pursuant to an application by the employee for voluntary redundancy

## **During maternity leave**

With the exception of terms relating to pay, your terms and conditions of employment remain in force during OML and AML.

Annual leave will continue to accrue during maternity leave.

If you are a member of the RightShip pension scheme, we shall make employer pension contributions during OML and any period of paid AML, based on your normal salary, in accordance with the pension scheme rules. Any employee contributions you make will be based on the amount of any maternity pay you are receiving, unless you inform the Human Resources Department that you wish to make up any shortfall.

To be eligible for the RightShip Paid Maternity Leave for subsequent children you will need to return to work in a full-time or part-time position for a minimum of 6 months continuous service.

## **Returning to work**

You must return to work on the Expected Return Date unless you tell us otherwise. If you wish to return to work earlier than the Expected Return Date, you must give us eight weeks' prior notice of the date. It is helpful if you give this notice in writing. You may be able to return later than the Expected Return Date if you request annual leave or parental leave, which will be at our discretion.

You are normally entitled to return to work in the position you held before starting maternity leave, and on the same terms of employment. However, if you have taken AML and it is not reasonably practicable for us to allow you to return into the same position, we may give you another suitable and appropriate job on terms and conditions that are not less favourable.

If you want to change your hours or other working arrangements on return from maternity leave you should make a request under our Flexible Working Policy. It is helpful if such requests are made as early as possible.

If you decide you do not want to return to work you should give notice of resignation in accordance with your contract.

## **Paternity leave**

### **Time off and leave**

The right to take paternity leave applies to fathers of newborn children (whether or not they are the biological fathers) and to those adopting a child under the age of 18. If you are the biological father, or the partner of the child's mother (even though you are not the child's father) or you have responsibility for the child's upbringing, and you are an employee with at least 26 weeks' service by the 15th week before the EWC (or adoption date), you may be eligible for paternity leave.

### **Stillbirth and neonatal loss**

If eligible, you are entitled to paternity leave and pay if your child is stillborn after 24 weeks of pregnancy or born alive at any stage of pregnancy but does not survive (neonatal loss).

### **Taking paternity leave**

Paternity leave is a period of one or two weeks' consecutive leave taken when a child is born or placed with you for adoption. You can start your leave on the date of birth or placement, or later, provided it is taken within eight weeks (56 days) of the birth or placement. (If the baby is premature the period ends eight weeks after the start of the Expected Week of Childbirth.)

To take paternity leave you must give us written notice by the end of the 15th week before the Expected Week of Childbirth (or no more than seven days after the adoption agency notified you of being matched with a child), or as soon as you reasonably can, stating:

- the Expected Week of Childbirth;
- whether you intend to take one week or two weeks' leave; and
- when you would like your leave to start.



You can change the intended start date by giving us 28 days' notice or, if this is not possible, as much notice as you can.

### **Pay during paternity leave**

If you are entitled to paternity leave you may choose to take either one week's leave or two consecutive weeks' leave within 56 days of the birth. You may not take two non-consecutive weeks.

### **Statutory paternity pay (SPP)**

Entitlement to SPP is conditional upon you having 26 weeks' continuous service ending with the 15th week before the EWC and still being in employment before the birth. SPP reflects the lower rate of SMP which is the prescribed rate which is set by the Government each April or, if lower, 90% of your normal weekly earnings.

### **RightShip-Funded Paid Paternity Leave**

For eligible working dads, RightShip will 'top up' the SPP so that employees receive their usual pay rate for the 2-week period.

In order to receive this enhanced paternity pay, you must first confirm in writing that you intend to return to work for at least six months after your paternity leave (and any shared parental leave in respect of the same child), and that you agree to repay any enhanced paternity pay (but not SPP) if you later decide not to work this minimum period.

### **Benefits**

With the exception of terms relating to pay, your terms and conditions of employment remain in force during paternity leave.

Annual leave will continue to accrue during paternity leave.

If you are a member of the RightShip pension scheme, we shall make employer pension contributions during paternity leave, based on your normal salary, in accordance with the pension scheme rules. Any employee contributions you make will be based on the amount of any paternity pay you are receiving, unless you inform the Finance Department that you wish to make up any shortfall.

## **Adoption leave**

### **Entitlement**

There is no qualifying period for adoption leave. Adoption leave and pay is only available in circumstances where a child is newly matched for adoption. Therefore you do not qualify for adoption leave if you are a step-parent adopting your partner's children or where you have already been fostering the child.

### **Time off for Pre-adoption and Adoption Order Interviews**

The main adopter will be able to take paid time off for up to five adoption appointments. The secondary adopter will be entitled to take unpaid time off for up to two appointments.

### **Length of adoption leave**

You will be eligible for up to 52 weeks' adoption leave. This consists of ordinary adoption leave ("**OAL**"), which is a period of 26, and additional adoption leave ("**AAL**"), which is a period of up to 26 weeks immediately following OAL. The period of adoption leave that you are in has implications, which are set out below.

You can choose to start your leave either from the date of the child's placement (whether this is earlier or later than expected), or from a fixed date that can be up to 14 days before the expected date of placement.

In the unfortunate event that the child's placement with you ends during your adoption leave, in most circumstances you will be able to continue adoption leave for up to a maximum of eight weeks after the end of the placement or other events defined in the legislation.

### **Statutory Adoption Pay**

Where you are eligible, during adoption leave, you will be paid Statutory Adoption Pay ("**SAP**"). This is calculated as 90% of your average earnings for the first 6 weeks and then SAP for up to 39 weeks. The rate of SAP is set by the Government each April, or 90% of your average weekly earnings if lower. There is no qualifying period for SAP.

### **RightShip-Funded Paid Adoption Leave**

RightShip-funded paid adoption leave doesn't affect an employee's eligibility for SAP. An employee can be paid both.

RightShip will 'top up' the SAP so that employees receive 75% of their usual pay rate for the 33-week period (weeks 7 – 39).

Payment of RightShip Adoption Leave is conditional upon the employee confirming in writing, prior to starting adoption leave, that they intend to return to work for at least 6 months after adoption leave. If the employee does not return to work for this minimum period any RightShip-Funded Adoption Leave pay (but not SAP) must on demand be immediately repaid to RightShip. The employee does not have to return RightShip-Funded Adoption Leave pay if RightShip terminates their employment, unless:

- it was entitled to and did terminate the employment summarily; or
- it terminated the employee's employment pursuant to an application by the employee for voluntary redundancy

Annual and personal leave will accrue on the portion of the payment that is RightShip-funded, and pension contributions are also paid.



## Notice requirements

You need to inform RightShip in writing of your intention to take adoption leave within 7 days of being notified by the adoption agency that you have been matched with a child for adoption, or where that is not reasonably practicable, as soon as possible. You need to specify:

- when the child is expected to be placed with you, and
- when you want your adoption leave to start

You can change the start date as long as you give us at least 28 days' notice in advance (unless this is not reasonably practicable). We will respond to your notification within 28 days, setting out the date on which we expect you to return to work if you take your full entitlement to adoption leave.

Once you receive the matching certificate issued by the adoption agency, you must provide us with a copy.

## Contractual benefits and obligations during OAL and AAL

**Contractual benefits** - During your absence from work in the OAL and AAL periods you are entitled to the benefit of the terms and conditions of employment (other than in respect of pay) that would have applied had you not been absent, whilst remaining bound by your contractual obligations, provided these are compatible with being on adoption leave. You are also entitled to receive Statutory Adoption Pay ("SAP") (subject to eligibility).

**Obligations** - During your period of OAL and AAL you will continue to be bound by all the obligations that arise under your contract of employment, other than those that are inconsistent with the fact that you are on adoption leave.

## Return to work after adoption leave

If you intend to return to work at the end of your full adoption leave entitlement you do not have to give any further notification. However, if you wish to return to work before the end of the full adoption leave period, you must give at least eight week' notice of the date you intend to return.

On returning from OAL, you have the right to return to your old job on the same terms and conditions, unless that position has become genuinely redundant.

Upon returning from AAL, if it is not reasonably practicable to offer you your old job back, you will be offered suitable alternative employment. If there is no suitable alternative employment you are entitled to a statutory redundancy payment, if eligible.

## Holiday entitlement

You continue to accrue annual leave entitlement during your OAL and AAL. Annual leave not used within the leave year may be lost unless carryover is

permitted pursuant to this procedure or as otherwise agreed in advance with RightShip.

## Community Service Leave

RightShip encourages employees to actively participate and volunteer within the community. You are entitled to Community Service Leave for certain activities such as:

- UK Reserve Forces activities
- Jury duty (including attendance for jury selection)

### Reserve Armed Forces

In most cases the reservist will get 28 days' notice when being called up. You should let your manager know as soon as possible.

While away on active service the reservist will be paid by the Ministry of Defence (MOD). For the avoidance of doubt, you will have no entitlement to pay from RightShip whilst on active service.

RightShip can apply to delay or cancel mobilisation if it would seriously harm our business (for example, by causing financial harm or making it difficult to provide services).

There is no right to accrue annual leave entitlement while away on military service. After service, reservists are given a period of leave. If you want to return to work before the end of your leave you must get permission from either your commanding officer or the demobilisation centre. RightShip will not expect a reservist to return to work before their leave finishes.

After service, you have the right to return to your old job on the same terms and conditions. If it is not reasonable and practicable to reinstate you into your former employment we will offer you the most favourable alternative on the most favourable terms and conditions which are reasonable and practicable.

### Jury service

If you are required to attend for jury service, RightShip will reimburse you for the difference between the court allowance and your basic salary for the period of jury service.

In order to be entitled to this payment, you must notify RightShip immediately upon receiving notification of your requirement to attend jury service, and provide RightShip with the following details (including such supporting documents as RightShip requires, which may include a copy of the jury summons):

- a. the dates you are required to attend for jury service
- b. after jury service is completed, the amount you received for

- attending jury service, and
- c. evidence that you have taken all necessary steps to obtain any amount of court allowance to which you are entitled

## Family Violence Leave

Family Violence Leave (FVL) recognises RightShip's commitment to supporting its employees who are victims of family violence by providing additional special leave.

### What is family violence?

For the purposes of our policy, family violence is defined as:

Behaviour by a person towards a family member of that person if that behaviour:

- Is physically or sexually abusive
- Is emotionally or psychologically abusive
- Is economically abusive
- Is threatening
- Is coercive
- In any other way controls or dominates the family member and causes that family member to feel fear for the safety or wellbeing of that family member or another person
- Behaviour by a person that causes a child to hear or witness, or otherwise be exposed to the effects of, behaviour referred to above

### Entitlement to family violence leave

Employees may request up to an additional 2 weeks' paid FVL leave for the purpose of going to court, to attend an appointment with their doctor, bank, children's school, counsellor or anything else the employee may need to attend to in a crisis.

FVL will be categorised as 'miscellaneous' leave in order to protect the employee's privacy.

FVL accrues each financial year, and is in addition to any other entitlements accrued by the employee. However, FVL is not cumulative and cannot be carried over to the following financial year.

In order to take periods of FVL in excess of the FVL provided by the company, employees may elect to take a combination of the following:

- Annual leave or long service leave, in which case the employee will continue to accrue their employment related entitlements; and

- Leave without pay, in which case the continuity of the employee's employment will not be considered to have been broken and the employee will continue to accrue their employment related entitlements.

An employee may be requested to provide the company with satisfactory evidence that they are the victim of violence. In this instance medical reports, intervention orders, family law injunctions or statutory declarations are considered suitable evidence.

A manager must assure the employee of their right to confidentiality and support when they disclose family violence.

No adverse action will be taken against an employee if their attendance or performance at work suffers as a result of experiencing family violence.

## Leave Without Pay

RightShip recognises that circumstances sometimes arise where an employee needs to take leave from work but has insufficient accrued leave entitlement to do so. Examples include, caring for family members for an extended period of time, travel and study amongst other reasons.

Leave without pay is not an entitlement and will be granted at the sole discretion of the Chief Executive Officer (CEO) having considered both the employee's needs and RightShip's operational requirements.

Leave without pay will generally be limited to a maximum of 6 months. Any leave greater than 6 months will only be considered in exceptional circumstances and will be managed on a case by case basis.

Leave without pay will not be granted for the purpose of engaging in other employment.

Leave without pay will only be considered or approved when all other appropriate forms of leave have been exhausted.

Employees who are granted and take leave without pay will not accrue entitlements that would accrue if they were working, e.g. annual leave and paid personal leave. The period of approved leave without pay will not constitute a break in the employees' continuity of service.

Employees are not entitled to any payment for bank holidays during any period of leave without pay.

Employees are not entitled to any pension contribution payments during any period of leave without pay.

All employees who are granted leave without pay are expected to resume duties on the first working day after the expiration of the leave period. If an employee does not intend to resume duties, they should notify their manager at least four

weeks before the expiration date of their approved leave period. A failure to make appropriate arrangements with RightShip before the expiration date of the leave may result in an employee's employment terminating.

## Shared Parental Leave (Birth)

### 1. About this policy

The purpose of this policy is to outline the arrangements for shared parental leave (**SPL**) and pay in relation to the birth of a child. If you are adopting a child, please see the Shared Parental Leave (Adoption) Policy instead.

### 2. Frequently used terms

The definitions in this paragraph apply in this policy.

- (A) **Expected week of childbirth (EWC):** the week, beginning on a Sunday, in which the doctor or midwife expects your child to be born.
- (B) **Parent:** One of two people who will share the main responsibility for the child's upbringing (and who may be either the mother, the father, or the mother's partner if not the father).
- (C) **Partner:** your spouse, civil partner or someone living with you in an enduring family relationship, but not your sibling, child, parent, grandparent, grandchild, aunt, uncle, niece or nephew.
- (D) **Qualifying Week:** the fifteenth week before the EWC.

### 3. What is shared parental leave?

SPL gives you and your partner more flexibility in how to share the care of your child in the first year after birth, than if you were simply taking maternity or paternity leave. If you are both eligible, you will be able to choose how to split the available leave between you, and can decide to be off work at the same time or at different times. You may be able to take leave in more than one block.

### 4. Entitlement to SPL

You are entitled to SPL in relation to the birth of a child if:

- you are the child's mother, and share the main responsibility for the care of the child with the child's father or with your partner;
- you are the child's father and share the main responsibility for the care of the child with the child's mother; or
- you are the mother's partner and share the main responsibility for the care of the child with the mother (where the child's father does not share the main responsibility with the mother).

The following conditions must also be fulfilled:

- you must have at least 26 weeks continuous employment with us by the end of the Qualifying Week, and still be employed by us in the week before the leave is to be taken;
- the other parent must have worked (in an employed or self-employed capacity) in at least 26 of the 66 weeks before the EWC and had average weekly earnings of at least £30 during 13 of those weeks; and
- you and the other parent must give the necessary statutory notices and declarations as summarised below, including notice to end any maternity leave, statutory maternity pay (**SMP**) or maternity allowance (**MA**) periods.

The total amount of SPL available is 52 weeks, less the weeks spent by the child's mother on maternity leave (or the weeks in which the mother has been in receipt of SMP or MA if she is not entitled to maternity leave).

If you are the mother you cannot start SPL until after the compulsory maternity leave period, which lasts until two weeks after birth.

If you are the child's father or the mother's partner, you should consider using your two weeks' paternity leave before taking SPL. Once you start SPL you will lose any untaken paternity leave entitlement. SPL entitlement is additional to your paternity leave entitlement.

## 5. Opting in to shared parental leave and pay

Not less than eight weeks before the date you intend your SPL to start, you must give us a written opt-in notice giving:

- your name and the name of the other parent;
- if you are the child's mother, the start and end dates of your maternity leave;
- if you are the child's father or the mother's partner, the start and end dates of the mother's maternity leave, or if she is not entitled to maternity leave, the start and end dates of any SMP or MA period;
- the total SPL available, which is 52 weeks minus the number of weeks' maternity leave, SMP or MA period taken or to be taken;
- how many weeks of the available SPL will be allocated to you and how many to the other parent (you can change the allocation by giving us a further written notice, and you do not have to use your full allocation);
- if you are claiming statutory shared parental pay (**ShPP**), the total ShPP available, which is 39 weeks minus the number of weeks of the SMP or MA period taken or to be taken;

- how many weeks of available ShPP will be allocated to you and how much to the other parent (you can change the allocation by giving us a further written notice, and you do not have to use your full allocation);
- an indication of the pattern of leave you are thinking of taking, including suggested start and end dates for each period of leave (see paragraph 9 and paragraph 10 for information on taking leave). This indication will not be binding at this stage, but please give as much information as you can about your future intentions; and
- declarations by you and the other parent that you both meet the statutory conditions to enable you to take SPL and ShPP.

## 6. Ending your maternity leave

If you are the child's mother and want to opt into the SPL scheme, you must give us at least eight weeks' written notice to end your maternity leave (a **curtailment notice**) before you can take SPL. The notice must state the date your maternity leave will end. You can give the notice before or after you give birth, but you cannot end your maternity leave until at least two weeks after birth.

You must also give us, at the same time as the curtailment notice, a notice to opt into the SPL scheme (see paragraph 5) or a written declaration that the other parent has given their employer an opt-in notice and that you have given the necessary declarations in that notice.

The other parent may be eligible to take SPL from their employer before your maternity leave ends, provided you have given the curtailment notice.

The curtailment notice is binding and cannot usually be revoked. You can only revoke a curtailment notice if maternity leave has not yet ended and one of the following applies:

- if you realise that neither you nor the other parent are in fact eligible for SPL or ShPP, in which case you can revoke the curtailment notice in writing up to eight weeks after it was given;
- if you gave the curtailment notice before giving birth, you can revoke it in writing up to six weeks after birth; or
- if the other parent has died.

Once you have revoked a curtailment notice you will be unable to opt back into the SPL scheme, unless paragraph 5 applies.

## 7. Ending your partner's maternity leave or pay

If you are not the mother, but the mother is still on maternity leave or claiming SMP or MA, you will only be able to take SPL once she has either:

- returned to work;



- given her employer a curtailment notice to end her maternity leave;
- given her employer a curtailment notice to end her SMP (if she is entitled to SMP but not maternity leave); or
- given the benefits office a curtailment notice to end her MA (if she is not entitled to maternity leave or SMP).

## **8. Evidence of entitlement**

You must also provide on request:

A copy of the birth certificate (or if you have not yet obtained a birth certificate, a signed declaration of the child's date and place of birth); and

The name and address of the other parent's employer (or a declaration that they have no employer).

## **9. Booking your SPL dates**

Having opted into the SPL system, you must book your leave by giving us a period of leave notice. This may be given at the same time as the opt-in notice or later, provided it is at least eight weeks before the start of SPL.

The period of leave notice can either give the dates you want to take leave or, if the child has not been born yet, it can state the number of days after birth that you want the leave to start and end. This may be particularly useful if you intend to take paternity leave starting on the date of birth and wish to take SPL straight afterwards.

Leave must be taken in blocks of at least one week.

If your period of leave notice gives a single continuous block of SPL you will be entitled to take the leave set out in the notice.

If your period of leave notice requests split periods of SPL, with periods of work in between, we will consider your request as set out in paragraph 10.

You can give up to three period of leave notices. This may enable you to take up to three separate blocks of SPL (although if you give a notice to vary or cancel a period of leave this will in most cases count as a further period of leave notice; see paragraph 11). [In exceptional circumstances we may allow you to give more than three period of leave notices but there is no obligation for us to do so.]

## **10. Procedure for requesting split periods of SPL**

In general, a period of leave notice should set out a single continuous block of leave. We may be willing to consider a period of leave notice where the SPL is split into shorter periods with periods of work in between. It is best to discuss this with your line manager and the HR Department in good time before formally submitting your period of leave notice. This will give us more time to consider the request and hopefully agree a pattern of leave with you from the start.



If you want to request split periods of SPL, you must set out the requested pattern of leave in your period of leave notice. We will either agree to the request or start a two-week discussion period. At the end of that period, we will confirm any agreed arrangements in writing. If we have not reached agreement, you will be entitled to take the full amount of requested SPL as one continuous block, starting on the start date given in your notice (for example, if you requested three separate periods of four weeks each, they will be combined into one 12-week period of leave). Alternatively, you may:

- choose a new start date (which must be at least eight weeks after the date you submitted the notice requesting split periods of leave), and tell us within five days of the end of the two-week discussion period; or
- withdraw the notice and tell us within two days of the end of the two-week discussion period (in which case it will not be counted as a period of leave notice, and you may submit a new one if you choose).

## **11. Changing the dates or cancelling your SPL**

You can cancel a period of leave by notifying us in writing at least eight weeks before the start date in the period of leave notice.

You can change the start date for a period of leave by notifying us in writing at least eight weeks before the original start date or the new start date, whichever is earlier.

You can change the end date for a period of leave by notifying us in writing at least eight weeks before the original end date or the new end date, whichever is earlier.

You can combine discontinuous periods of leave into a single continuous period of leave. Since this will involve a change to the start date or end date of a period of leave, see the paragraphs above which set out how much notice is required.

You can request that a continuous period of leave be split into two or more discontinuous periods of leave, with periods of work in between. Since this will involve a change to the start date or end date, see the paragraphs above which set out how much notice is required for the request. We do not have to grant your request but will consider it as set out above.

A notice to change or cancel a period of leave will count as one of your three period of leave notices, unless:

- it is a result of your child being born earlier or later than the EWC;
- you are cancelling a request for discontinuous leave within two days of the end of the two-week discussion period;
- it is at our request; or
- we agree otherwise.

## 12. Premature birth

Where the child is born early (before the beginning of the EWC), you may be able to start SPL in the eight weeks following birth even though you cannot give eight weeks' notice. The following rules apply:

- If you have given a period of leave notice to start SPL on a set date in the eight weeks following the EWC, but your child is born early, you can move the SPL start date forward by the same number of days, provided you notify us in writing of the change as soon as you can. (If your period of leave notice already contained a start date which was a set number of days after birth, rather than a set date, then no notice of change is necessary.)
- If your child is born more than eight weeks early and you want to take SPL in the eight weeks following birth, please submit your opt-in notice and your period of leave notice as soon as you can.

## 13. Shared parental pay

You may be able to claim ShPP of up to 39 weeks (less any weeks of SMP or MA claimed by you or your partner) at the statutory rate if you have at least 26 weeks' continuous employment with us at the end of the Qualifying Week and your average earnings are not less than the lower earnings limit set by the government each tax year. ShPP is paid by employers at a rate set by the government each year.

You should tell us in your period of leave notice(s) whether you intend to claim ShPP during your leave (and if applicable, for what period). If it is not in your period of leave notice you can tell us in writing, at least eight weeks before you want ShPP to start.

## 14. Other terms during shared parental leave

Your terms and conditions of employment remain in force during SPL, except for the terms relating to pay.

Annual leave entitlement will continue to accrue at the rate provided under your contract. If your SPL will continue into the next holiday year, any holiday entitlement that cannot reasonably be taken before starting your leave can be carried over and must be taken immediately before returning to work unless your line manager agrees otherwise]. You should try to limit carry over to one week's holiday or less. Carry over of more than one week is at your line manager's discretion. Please discuss your holiday plans with your line manager in good time before starting SPL. All holiday dates are subject to approval by your line manager.

If you are a member of the pension scheme, we will make employer pension contributions during any period of paid SPL, based on your normal salary, in accordance with the pension scheme rules. Any employee contributions you

make will be based on the amount of any shared parental pay you are receiving, unless you inform the HR Department that you wish to make up any shortfall.

## 15. Keeping in touch

We may make reasonable contact with you from time to time during your SPL although we will keep this to a minimum. This may include contacting you to discuss arrangements for your return to work.

You may ask or be asked to work (including attending training) on up to 20 "keeping-in-touch" days (**KIT days**) during your SPL without bringing your SPL to an end. This is in addition to any KIT days that you may have taken during maternity leave. KIT days are not compulsory and must be discussed and agreed with the HR Department.

You will be paid at your normal basic rate of pay for time spent working on a KIT day and this will be inclusive of any shared parental pay entitlement.

## 16. Returning to work

If you want to end a period of SPL early, you must give us eight weeks' written notice of the new return date. If have already given us three period of leave notices you will not be able to end your SPL early without our agreement.

If you want to extend your SPL, assuming you still have unused SPL entitlement remaining, you must give us a written period of leave notice at least eight weeks before the date you were due to return to work. If you have already given us three period of leave notices you will not be able to extend your SPL without our agreement. You may instead be able to request annual leave or ordinary parental leave (see our Parental Leave Policy), subject to the needs of the business.

You are normally entitled to return to work in the position you held before starting SPL, and on the same terms of employment. However, if it is not reasonably practicable for us to allow you to return into the same position, we may give you another suitable and appropriate job on terms and conditions that are not less favourable, but only in the following circumstances:

if your SPL and any maternity or paternity leave you have taken adds up to more than 26 weeks in total (whether or not taken consecutively); or

if you took SPL consecutively with more than four weeks of ordinary parental leave.

If you want to change your hours or other working arrangements on return from SPL you should make a request under our Flexible Working Policy. It is helpful if such requests are made as early as possible.

If you decide you do not want to return to work you should give notice of resignation in accordance with your contract.

# Shared Parental Leave (Adoption and Surrogacy)

The purpose of this is to policy outline the arrangements for shared parental leave and pay for employees who are:

- Adopting a child through a UK or overseas adoption agency;
- Fostering a child with a view to possible adoption; or
- Becoming a parent through a surrogacy arrangement.

If you or your partner are pregnant or have given birth please see the Shared Parental Leave (Birth) Policy instead.

## 1. Frequently used terms

The definitions in this paragraph apply in this policy.

**Official Notification:** Written notification from a UK government body that you have been approved for overseas adoption.

**Partner:** your spouse, civil partner or someone living with you in an enduring family relationship at the time the child is born or placed with you for adoption, but not your sibling, child, parent, grandparent, grandchild, aunt, uncle, niece or nephew.

**Parental Order:** a court order under section 54 of the Human Fertilisation and Embryology Act 2008, giving you and your partner parental responsibility for a child born to a surrogate.

**Qualifying Week:** in a UK adoption case, the week the adoption agency notifies you that you have been matched with a child for adoption; in an overseas adoption case, the week that you receive your Official Notification; in a surrogacy case, the 15th week before the expected week of childbirth (**EWC**).

## 2. What is shared parental leave?

Shared parental leave (**SPL**) gives you and your partner more flexibility in how to share the childcare in the first year, compared to simply taking adoption leave and paternity leave. Assuming you are both eligible, you will be able to choose how to split the available leave between you, and can decide to be off work at the same time or at different times. You may be able to take leave in more than one block.

## 3. Entitlement

You may be entitled to SPL if:

- a UK adoption agency places a child with you and/or your partner for adoption, or
- a child in local authority care is placed with you and/or your partner as foster parents under a "fostering for adoption" or "concurrent planning" scheme, or
- you adopt a child from overseas with UK government approval; or
- you have a child with a surrogate mother and the court has made or is expected to make a Parental Order.

You and your partner must intend to share the main responsibility for the care of the child.

You must have at least 26 weeks continuous employment with us by the end of the Qualifying Week, and still be employed by us in the week before the leave is to be taken.

Your partner must have worked (in an employed or self-employed capacity) in at least 26 of the 66 weeks before the Qualifying Week (or in a surrogacy case, the EWC) and had average weekly earnings of at least £30 during 13 of those weeks.

Either you or your partner must qualify for statutory adoption leave and/or statutory adoption pay (**SAP**) and must take at least two weeks of adoption leave and/or SAP.

You and your partner must give the necessary statutory notices and declarations as summarised below, including notice to end adoption leave or **SAP**.

If your partner is taking adoption leave and/or claiming SAP, you may be entitled to two weeks' paternity leave and pay (see our Paternity Leave Policy). You should consider using this before taking SPL. Paternity leave is additional to any SPL entitlement you may have, but you will lose any untaken paternity leave entitlement once you start a period of SPL.

The total amount of SPL available is 52 weeks, less the weeks of adoption leave taken by either you or partner (or the weeks in which your partner has been in receipt of SAP if they were not entitled to adoption leave).

#### **4. Opting in to shared parental leave and pay**

Not less than eight weeks before the date you intend your SPL to start, you must give us a written opt-in notice to your manager.

#### **5. Ending your adoption leave**

If you are taking or intend to take adoption leave and want to opt into the SPL scheme, you must give us at least eight weeks' written notice to end your adoption leave (a curtailment notice). The notice must state the date your adoption leave

will end. You can give the notice before or after adoption leave starts, but you must take at least two weeks' adoption leave.

You must also give us, at the same time as the curtailment notice, a notice to opt into the SPL scheme or a written declaration that your partner has given their employer an opt-in notice and that you have given the necessary declarations in that notice.

If your partner is eligible to take SPL from their employer they cannot start it until you have given us your curtailment notice.

The curtailment notice is binding on you and cannot usually be revoked. You can only revoke a curtailment notice if your adoption leave has not yet ended and one of the following applies:

- if you realise that neither you nor your partner are in fact eligible for SPL or ShPP, in which case you can revoke the curtailment notice in writing up to eight weeks after it was given; or
- if your partner has died.

Once you have revoked a curtailment notice you cannot opt back in to the SPL scheme.

## **6. Ending your partner's adoption leave or pay**

If your partner is taking adoption leave or claiming SAP from their employer, you will only be able to take SPL once your partner has either:

- returned to work;
- given their employer a curtailment notice to end adoption leave; or
- given their employer a curtailment notice to end SAP (if they are entitled to SAP but not adoption leave).

## **7. Evidence of entitlement**

You must provide on request:

- In a UK adoption case, one or more documents from the adoption agency showing the agency's name and address and the expected placement date;
- In an overseas adoption case, a copy of your Official Notification.
- In a surrogacy case, the Parental Order from the court (if it has been granted); and
- The name and address of your partner's employer (or a declaration that they have no employer).



## 8. Booking your SPL dates

Having opted into the SPL system, you must book your leave by giving us a period of leave notice. This may be given at the same time as the opt-in notice or later, provided it is at least eight weeks before the start of SPL.

The period of leave notice can either give the dates you want to take SPL or, if the child has not yet been placed with you (or in a surrogacy case, if the child is not yet born), it can state the number of days after the placement or birth that you want the SPL to start and end. This may be useful if you intend to take paternity leave or adoption leave starting on the date of placement or birth and wish to take SPL straight afterwards.

Leave must be taken in blocks of at least one week.

If your period of leave notice gives dates for a single continuous block of SPL you will be entitled to take the leave set out in the notice.

If your period of leave notice requests split periods of SPL, with periods of work in between, we will consider your request as set out in paragraph 9, below.

You can give up to three period of leave notices. This may enable you to take up to three separate blocks of SPL (although if you give a notice to vary or cancel a period of leave this will in most cases count as a further period of leave notice).

## 9. Procedure for requesting split periods of SPL

In general, a period of leave notice should set out a single continuous block of leave. We may be willing to consider a period of leave notice where the SPL is split into shorter periods with periods of work in between. It is best to discuss this with your line manager and HR in good time before formally submitting your period of leave notice. This will give us more time to consider the request and hopefully agree a pattern of leave with you from the start.

If you want to request split periods of SPL, you must set out the requested pattern of leave in your period of leave notice. We will either agree to the request or start a two-week discussion period. At the end of that period, we will confirm any agreed arrangements in writing. If we have not reached agreement, you will be entitled to take the full amount of requested SPL as one continuous block, starting on the start date given in your notice (for example, if you requested three separate periods of four weeks each, they will be combined into one 12-week period of leave). Alternatively, you may:

- choose a new start date (which must be at least eight weeks after your original period of leave notice was given), and tell us within five days of the end of the two-week discussion period; or
- withdraw your period of leave notice within two days of the end of the two-week discussion period (in which case it will not be counted and you may submit a new one if you choose).

## 10. Changing the dates or cancelling your SPL

You can cancel a period of leave by notifying us in writing at least eight weeks before the start date in the period of leave notice.

You can change the start date for a period of leave by notifying us in writing at least eight weeks before the original start date or the new start date, whichever is earlier.

You can change the end date for a period of leave by notifying us in writing at least eight weeks before the original end date or the new end date, whichever is earlier.

You can combine discontinuous periods of leave into a single continuous period of leave. Since this will involve a change to the start date or end date of a period of leave, see above which sets out how much notice is required.

You can request that a continuous period of leave be split into two or more discontinuous periods of leave, with periods of work in between. Since this will involve a change to the start date or end date, see above which sets out how much notice is required for the request. We do not have to grant your request but will consider it as set out in paragraph 9.

You can request that a continuous period of leave be split into two or more discontinuous periods of leave, with periods of work in between. Since this will involve a change to the start date or end date, see above which sets out how much notice is required for the request. We do not have to grant your request but will consider it as set out in paragraph 9.

A notice to change or cancel a period of leave will count as one of your three period of leave notices, unless:

- the variation is a result of the child being placed with you earlier or later than the expected placement date;
- you are cancelling a request for discontinuous leave within two days of the end of the two-week discussion period under paragraph 0.
- the variation is at our request; or
- we agree otherwise.

## 11. Shared parental pay

You may be able to claim Statutory Shared Parental Pay (**ShPP**) of up to 39 weeks (less any weeks of SAP claimed by you or your partner) provided you have at least 26 weeks' continuous employment with us at the end of the Qualifying Week and your average earnings are not less than the lower earnings limit set by the government each tax year. ShPP is paid at a rate set by the government each year.



You should tell us in your period of leave notice(s) whether you intend to claim ShPP during your leave (and if applicable, for what period). If it is not in your period of leave notice you can tell us in writing, at least eight weeks before you want ShPP to start.

## **12. Other terms during shared parental leave**

Your terms and conditions of employment remain in force during SPL, except for the terms relating to pay.

Annual leave entitlement will continue to accrue at the rate provided under your contract. If your SPL will continue into the next holiday year, any holiday entitlement that cannot reasonably be taken before starting your leave can be carried over and must be taken immediately before returning to work. You should try to limit carry over to one week's holiday or less. Carry over of more than one week is at your line manager's discretion. Please discuss your holiday plans with your line manager in good time before starting SPL. All holiday dates are subject to approval by your line manager.

If you are a member of the pension scheme, we will make employer pension contributions during any period of paid SPL, based on your normal salary, in accordance with the pension scheme rules. Any employee contributions you make will be based on the amount of any shared parental pay you are receiving, unless you inform the HR Department that you wish to make up any shortfall.

## **13. Redundancies during shared parental leave**

If your post is affected by a redundancy situation occurring during your leave, we shall write to inform you of any proposals and shall invite you to a meeting before any final decision is reached as to redundancies.

## **14. Keeping in touch**

We may make reasonable contact with you from time to time during your SPL although we will keep this to a minimum. This may include contacting you to discuss arrangements for your return to work.

You may ask or be asked to work (including attending training) on up to 20 "keeping-in-touch" days (KIT days) during your SPL without bringing your SPL to an end. This is in addition to any KIT days that you may have taken during adoption leave. KIT days are not compulsory and must be discussed and agreed with the HR Department.

You will be paid at your normal basic rate of pay for time spent working on a KIT day and this will be inclusive of any shared parental pay entitlement.

## **15. Returning to work**

If you want to end a period of SPL early, you must give us eight weeks' written notice of the new return date. If you have already given us three period of leave notices you will not be able to end your SPL early without our agreement.

If you want to extend your SPL, assuming you still have unused SPL entitlement remaining, you must give us a written notice at least eight weeks before the date you were due to return to work. If you have already given us three period of leave notices you will not be able to extend your SPL without our agreement. You may instead be able to request annual leave or ordinary parental leave (see our Parental Leave Policy), subject to the needs of our business.

You are normally entitled to return to work in the position you held before starting SPL, and on the same terms of employment. However, if it is not reasonably practicable for us to allow you to return into the same position, we may give you another suitable and appropriate job on terms and conditions that are not less favourable, but only in the following circumstances:

- if your SPL and any adoption or paternity leave you have taken adds up to more than 26 weeks in total (whether or not taken consecutively); or
- if you took SPL consecutively with more than four weeks of ordinary parental leave.

If you want to change your hours or other working arrangements on return from SPL you should make a request under our Flexible Working Policy. It is helpful if such requests are made as early as possible.

If you decide you do not want to return to work you should give notice of resignation in accordance with your contract.

## Appendix E: United States (Texas)

This Appendix outlines the leave entitlements which apply to RightShip employees employed by RightShip Americas LLC. This includes but is not limited to full-time or part-time.

- Paid Time Off
- Personal Leave
- Compassionate Leave
- Parental Leave
- Family and Medical Leave
- Community Service Leave
- Family Violence Leave
- Texas Military Leave
- Leave Without Pay

### Paid Time Off

Eligibility and entitlement is as follows:

- full time employees are entitled to accrue up to four weeks (20 days) paid time off ("PTO") each calendar year; and
- part time employees' accrual is calculated on a pro rata basis
- casual employees have no entitlement to annual leave.

PTO accrues progressively throughout each calendar year and is cumulative.

PTO must be taken at a time that is mutually agreed with the employee's manager and is subject to operational requirements. Approval will not be unreasonably withheld.

RightShip may require employees to take their PTO on particular dates in certain circumstances such as when an employee has more than six weeks of accrued PTO, business is closed or during an employee's notice period. If an employee does not have sufficient PTO to cover the full duration of this period, the employee may take leave without pay, which shall be permitted in RightShip's sole discretion. RightShip may refuse a leave request for operational reasons, including when the business is particularly busy.

At the end of the vacation year (i.e. 31 December) a maximum of 40 hours of **total leave** (i.e. annual leave + floating holiday) can be carried forward into the following vacation year. Unused leave in excess of 40 hours will be cashed out. Employees may opt to cash out more accrued leave up to an including their entire balance.

# Personal Leave

Personal leave lets an employee take time off to help them deal with personal illness, caring responsibilities and family emergencies. Personal leave encompasses sick leave and carer's leave.

Full time employees are entitled to 10 days paid personal leave per year.

Part-time employees' entitlements are calculated on a pro rata basis depending on their hours of work.

All employees are entitled to two days unpaid carer's leave each time an immediate family member or household member needs care and support because of a personal illness, or personal injury, affecting the member; or an unexpected emergency affecting the member. However, an employee cannot take unpaid carer's leave if the employee has paid personal leave that they could take.

"Immediate family member" means a:

- spouse or former spouse;
- de facto partner or former de facto partner;
- child;
- parent;
- grandparent;
- grandchild;
- sibling; or
- child, parent, grandparent, grandchild or sibling of the employee's spouse or de facto partner (or former spouse or de facto partner).

This definition includes step-relations and adoptive relations.

A "household member" is any person who lives with the employee.

Sick leave enables employees to take time off when personally ill, injured or incapacitated or to attend necessary medical appointments.

Carer's leave enables employees to take time off to care for an immediate family or household member who is sick or injured or to help during a family emergency (see definition).

Personal leave accrues progressively and accumulates from year to year.

If all accumulated sick leave has been exhausted, the employee will be on sick leave without pay which will be treated as leave without pay.

Employees must notify their manager via phone as soon as practicable indicating the reason for their absence and the estimated duration of their absence.

Employees may be required to provide relevant supporting documentation for their personal leave request to their manager who is responsible for approving their leave request.

If any absence under sick leave, whether paid or unpaid, exceeds two consecutive working days, the employee applying for sick leave must, in accordance with applicable law, provide a certificate from a registered health practitioner, or if not reasonably practicable, a declaration stating that the employee is/was unable to work on the days of absence due to illness.

Proof of illness may be requested in line with the evidence requirements for sick leave or any absence taken under carer's leave. The medical certificate must include the name of the person needing care and the name of the carer and that the illness is of such a nature that a person requires care or support.

Any accrued but untaken personal/carers' leave will not be paid out on termination of employment.

## Compassionate Leave

Eligibility and entitlement is as follows:

- all employees are entitled to two days paid compassionate leave each time an immediate family or household member dies or suffers a life-threatening illness or injury; and
- full-time and part-time employees are paid at their base pay rate for the ordinary hours they would have worked during the leave.

Compassionate leave will be granted to an employee due to the death, serious illness or injury of a member of the employee's immediate family or household member (see definition above). Compassionate leave will also be granted to an employee if a child is stillborn, where the child would have been a member of the employee's immediate family, or a member of the employee's household, if the child had been born alive; or the employee, or the employee's spouse or de facto partner, has a miscarriage.

An employee may take compassionate leave for each occasion as:

- a single continuous two-day period; or
- two separate periods of one day each; or
- any separate periods to which the employee and their manager agree.

Compassionate leave can be taken any time an employee needs it. An employee may be required to provide a medical certificate, declaration or other evidence, if requested.

Compassionate leave does not accrue and will not be paid out on termination of employment.

# Parental Leave

Parental leave exists to allow parents the opportunity to care for a child following their birth or adoption.

## Salary review

Should you be on leave at the time of your annual salary review, your salary will be reviewed at the normal review date and communicated to you in writing.

## Bonus payments

Assuming you are eligible, you will be entitled to bonus payments that relate to work that you completed before commencing leave. Where an annual discretionary bonus is paid in return for work done over the course of the year, then you will be paid pro rata for the proportion of the year during which you were not on leave.

## Protection from discrimination

An employee cannot be discriminated or retaliated against because of their parental leave or pregnant status. This means, for example, that an employee cannot be fired or demoted because the employee is pregnant or taking (or has taken) parental leave.

## **Eligibility and entitlement**

All employees who have been employed for at least 12 months are entitled to parental leave to be the primary carer of a newborn or newly adopted child. Refer to Figure 1 - Parental Leave Entitlements.

Parental leave includes maternity, adoption and partner leave. This leave is taken in relation to the birth or adoption/placement of a child to a RightShip employee.

**Figure 1 - Parental Leave Entitlements**

Leave Type	Length of Service with RightShip	Entitlement Full Time / Part Time Employees
Primary Carer	< 1 year	Nil
Primary Carer	> 1 year	Up to 52 weeks of unpaid leave or up to a maximum 104 weeks by request  Employees who are taking parental leave to care for an adopted child are also entitled to two days unpaid pre-adoption leave to attend relevant interviews or examinations.

**Figure 1 - Parental Leave Entitlements**

Leave Type	Length of Service with RightShip	Entitlement Full Time / Part Time Employees
Secondary Carer's Leave	< 1 year	Nil
Secondary Carer's Leave	> 1 year	Up to eight weeks of unpaid leave may be taken concurrently with the Primary Carer's leave in a 12 month period BUT any further unpaid leave is subject to the provision of evidence that they are now the primary carer of the child.

All parental leave, except Secondary Carer's Leave, must be taken in a single continuous period.

Employees who have taken parental leave do not have to work for another 12 months before they are eligible to take another period of parental leave.

An employee may use accrued PTO during parental leave, provided the total period of parental leave, including unpaid leave, does not exceed 24 months.

An employee's leave entitlements do not accrue while on unpaid parental leave.

Approved parental leave will not break continuity of service.

An employee who has a medically defined late pregnancy miscarriage or the birth of a stillborn child and who has commenced parental leave, is entitled to 12 months' unpaid leave.

## Notice

Employees intending to take parental leave are required to provide at least 10 weeks' notice to RightShip of the anticipated date of birth and the intended start and end date of their parental leave.

At least four weeks before the intended start date, the employee planning to take parental leave needs to confirm intended start and end dates to their manager or advise of any changes to the intended start and end date.

The employee will need to provide the appropriate documentary evidence of the expected birth date or date of placement supporting the request for parental leave to their manager.

An employee may extend their original parental leave period, up to a maximum of 12 months, once only. Such a request must be made in writing to the employee's manager at least four weeks prior to the end of the original agreed leave period. The manager will respond to the request in writing to the employee within 21 days.



## Health and Safety

An employee who wishes to work during the six week period prior to the expected date of birth, or in the 6 weeks immediately after the birth of the child, may be requested to provide RightShip with a medical certificate confirming that the employee is fit to work.

If a pregnant employee provides acceptable evidence that she is fit for work but unable to perform her present position as a result of illness or risks associated with the pregnancy, or hazards connected to her position, RightShip will transfer the employee to an appropriate safe job, where such a position is available. If RightShip is unable to temporarily place the employee in an appropriate position, the employee will be entitled to paid leave for the duration that the employee would have been at risk.

## Returning to work

Upon the expiration of parental leave, the employee will be entitled to return to either:

- the position they held prior to taking parental leave; or
- an available position for which they are qualified and suited which is at the same level and salary and with duties as similar as possible to the position the employee held prior to taking unpaid parental leave.

Employees are required to notify their manager of their intention to return to work after a period of parental leave in writing at least four weeks prior to the expiration of the leave.

Employees returning to work after taking parental leave may request flexible working arrangements including working part-time, changing starting and finishing times of work or working from home.

RightShip will support employees who are breastfeeding by making sure they have suitable facilities available, for example a private room for breastfeeding, somewhere where the employee can store a breast pump, and a fridge where they can store any breast milk.

## Paid Parental Leave

Permanent full-time or part-time employees who have been continuously employed with RightShip for a minimum of 12 months and are the primary carer may be entitled to RightShip's Paid Parental Leave. If you are eligible, RightShip will 'top up' FMLA leave so that employees receive their usual pay rate for the (up to) 12-week period.

Payment of Paid Parental Leave is conditional upon the employee confirming in writing, prior to starting parental leave, that they intend to return to work for at least 6 months after their leave. If the employee does not return to work for this minimum period any Paid Parental Leave pay must on demand be immediately repaid to RightShip. The employee does not have to repay Paid Parental Leave pay if RightShip terminates the employee's employment through no fault of the employee.



## Community Service Leave

RightShip encourages employees to actively participate and volunteer within the community. You are entitled to Community Service Leave for certain activities such as:

- voluntary emergency management activities;
- voting in local, state, or national elections – if the polls are not open for two (2) consecutive hours outside the employee's regular working hours;
- complying with a valid subpoena to appear in a civil, criminal, or administrative proceeding; and
- jury duty (including attendance for jury selection).

With the exception of jury duty, community service leave is unpaid. If you are required to attend for jury service, RightShip will reimburse you for the difference between the amount you receive as jury service pay and your Base Remuneration for the period of jury service.

In order to be entitled to this payment, you must notify RightShip immediately upon receiving notification of your requirement to attend jury service, and provide RightShip with the following details (including such supporting documents as RightShip requires):

- the dates you are required to attend for jury service;
- after jury service is completed, the amount you received for attending jury service; and
- evidence that you have taken all necessary steps to obtain any amount of jury service pay to which you are entitled.

## Texas Military Leave

Employees working in Texas who (1) are members of the state military forces of Texas or any other state and (2) are ordered to authorized training or duty by a proper authority, are entitled to take unpaid leave for such service. These employees are entitled to return to the same employment they held when ordered to training or duty. These employees must, as soon as practicable after release from duty, give written or actual notice of intent to return to employment with RightShip.

## Family Violence Leave

Family Violence Leave (FVL) recognizes RightShip's commitment to support its employees who are victims of family violence by providing additional special leave.

### What is family violence?

For the purposes of this Policy, family violence is defined as:

*behavior by a person towards a family member of that person if that behavior:*

- *is physically or sexually abusive;*
- *is emotionally or psychologically abusive;*
- *is economically abusive;*
- *is threatening;*
- *is coercive;*
- *in any other way controls or dominates the family member and causes that family member to feel fear for the safety or wellbeing of that family member or another person; or*
- *behavior by a person that causes a child to hear or witness, or otherwise be exposed to the effects of, behaviour referred to above.*

### **Entitlement to Family Violence Leave**

Employees may request up to 10 days paid FVL leave in a 12 month period for the purpose of going to court, to attend an appointment with their doctor, bank, children's school, counsellor or anything else the employee may need to attend to in a crisis.

FVL will be categorized as 'miscellaneous' leave to protect the employee's privacy.

FVL is not cumulative.

To take periods of FVL in excess of the FVL provided by the company, employees may elect to take a combination of the following:

- PTO, in which case the employee will continue to accrue their employment related entitlements;
- [FMLA leave]; and
- leave without pay, in which case the continuity of the employee's employment will not be considered to have been broken.

An employee may be requested to provide RightShip with evidence that they are the victim of violence. In this instance medical reports, intervention orders, family law injunctions or statutory declarations are considered suitable evidence.

A manager must assure the employee of their right to confidentially and support when they disclose family violence.

No adverse action will be taken against an employee if their attendance or performance at work suffers as a result of experiencing family violence.

## **Leave Without Pay**

RightShip recognises that circumstances sometimes arise where an employee needs to take leave from work but has insufficient accrued leave entitlements to do so.

Examples include non-work-related illness, caring for family members for an extended period, travel and study amongst other reasons.

Leave without pay is not an entitlement and will be granted at the sole discretion of the Chief Executive Officer having considered both the employee's needs and RightShip's operational requirements.

Leave without pay will generally be limited to a maximum of 6 months. Any leave greater than 6 months will only be considered in exceptional circumstances and will be managed on a case by case basis.

Leave without pay will not be granted for the purpose of engaging in other employment.

Leave without pay will only be considered and approved when all other appropriate forms of leave have been exhausted.

Employees who are granted and take leave without pay will not accrue entitlements that would accrue if they were working, eg. PTO and paid personal leave. The period of approved leave without pay will not constitute a break in the employee's continuity of service.

Employees are not entitled to any payment for public holidays during any period of leave without pay under this section.

All employees who are granted leave without pay are expected to resume duties on the first working day after the expiration of the leave period. If an employee does not intend to resume duties, they should notify their manager at least four weeks before the expiration date of their approved leave period. A failure to make appropriate arrangements with RightShip before the expiration date of the leave may result in an employee's employment ending due to abandonment of employment.

## Leave as a Reasonable Accommodation

RightShip is committed to complying fully with the Americans with Disabilities Act (ADA) and any other applicable federal, state, or local law, and ensuring equal opportunity in employment for qualified persons with physical or mental disabilities. All employment practices and activities, including application procedures, hiring, training, compensation, advancement, discharge, training or other terms and condition of employment, are conducted on a non-discriminatory basis. In addition, RightShip does not discriminate against any qualified employee or applicant on account of a physical or mental disability, or based on a perception of, or association with persons with, such a disability.

Reasonable accommodation is available to all individuals with known physical or mental disabilities if such accommodation would not impose an undue hardship on RightShip, and would enable the individual to apply for, or perform the essential functions of, the position in question. All employment decisions are assessed upon the merits of the situation in accordance with defined criteria, not the disability of the individual.

It is the responsibility of every applicant or employee to make his or her need for reasonable accommodation known to RightShip by submitting a request for accommodation to their manager. Please refer to the Flexible Leave Policy. Upon receiving the request, RightShip will work with the employee, through an interactive process, to determine if the employee is disabled within the meaning of the applicable laws, whether the employee's health care provider has placed restrictions on the employee's ability to perform the essential functions of the job, and the appropriate accommodation.

This policy is neither exhaustive nor exclusive. RightShip is committed to taking actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.