

UK FAMILY FRIENDLY POLICIES

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These policies do not form part of any contract of employment and do not create contractual rights or obligations and they may be amended at any time. These policies apply to employees only and do not apply to agency workers or freelancers.

OUR PHILOSOPHY

At Publicis, our core global principle is:

‘Viva La Difference’.

This is the belief that we are better, stronger and braver when we celebrate and cherish difference.

Difference helps us understand more and do more – for our people, our clients, and our audiences.

At Publicis Groupe UK, we’re committed to creating a safe, diverse, and inclusive working environment where anyone can thrive, wherever they come from and whatever they’re going through.

These policies are part of our continued commitment to being a family friendly organisation supporting our people balancing family life and career.

These policies have been designed primarily to assist parents and carers but it’s important to recognise that all employees need to balance the demands of their home and work life.

Our flexibility recognises that different employees will have different needs and that their needs may change as they progress through different life stages.

These policies are inclusive of Publicis Groupe UK employees of all genders, and includes all birthing people.

01

PREGNANCY/ MATERNITY POLICY



01. PREGNANCY/MATERNITY POLICY

Please note the word “maternity” is used in the policy because it is the more widely recognised way of referring to pregnancy leave and is a formal legal term. However, Publicis Groupe UK recognises that individuals who do not identify as female can also be pregnant. As such the policy refers to pregnancy, rather than maternity, unless it is referring to a specific defined term, such as statutory maternity pay.

TELLING US YOU'RE PREGNANT

If you wish to take pregnancy (maternity) leave, receive Statutory Maternity Pay (SMP) and take time off for ante-natal care, you will need to let us know that you are pregnant. We know that not everyone feels comfortable sharing news of their pregnancy at an early stage. However, in order for us to provide you with the right support and answer any questions you might have about the policy and what it means for you and your pregnancy, please let your Talent Team and line manager know as soon as you feel able. This information will be confidential and will be your news to share more widely. Please be aware that in accordance with the statutory requirements, you need to inform your Talent Team and line manager of your pregnancy at least 15 weeks before your baby is due, but we hope that you would feel comfortable informing us before.

As part of the formal notification requirements, you will need to provide your Talent Team with your MATB1 Form which is a certificate from your doctor or midwife confirming your pregnancy and the Expected Week of Childbirth (EWC).

WHAT DOES EWC MEAN?

Most pregnancy rights are linked to the start of the week in which your baby is due. This is known as the Expected Week of Childbirth or EWC. The EWC is the week beginning with midnight on the Sunday before your due date and ends on the Saturday after your due date. If your due date is on a Sunday, your EWC begins on the same day. If your due date is a Saturday, your EWC ends on the day of your due date.

ANTE-NATAL CARE

You are entitled to take paid time off during your working hours to enable you to receive ante-natal care. This includes appointments with your doctor or midwife and attending relaxation and parenting classes. We may ask you to provide us with appointment cards or evidence of such classes. Please give your line manager as much notice as possible of your appointments and, wherever possible, try to arrange them near to the start or end of the day.

HEALTH AND SAFETY RISK ASSESSMENT

Once you have notified us of your pregnancy, we will carry out a risk assessment and identify any preventive and protective measures that we consider we need to take. We will take such steps as necessary to avoid any risks identified affecting your health and safety as a new or expectant parent or that of your baby.

MATERNITY/PREGNANCY LEAVE

If you have notified us of your pregnancy and have given us your MATB1, you will be entitled to take up to 52 weeks of pregnancy/maternity leave. The first 26 weeks is known as ‘Ordinary Maternity leave’ (OML), the last 26 weeks as ‘Additional Maternity Leave’ (AML).

The earliest that pregnancy/maternity leave can be taken is 11 weeks before the EWC, unless the baby is born early. You must take at least the first 2 weeks off after the birth. This is known as compulsory maternity leave.

STATUTORY MATERNITY PAY (SMP)

If you have 26 weeks' continuous service at the start of the 15th week before the EWC you will be entitled to receive SMP. SMP is paid at two rates:

- (a) for the first 6 weeks, at 90% of your average weekly earnings; and
- (b) for the remaining 33 weeks, at a rate set by the Government from time to time or 90% of your average weekly earnings if these are lower than the set rate. The Talent Team will let you know what the current rate is.

SMP is subject to tax and National Insurance contributions in the same way as your normal pay.

If you do not qualify for SMP you may be entitled to receive Maternity Allowance directly from the Government. Further information can be found here: www.gov.uk/maternity-allowance.

ENHANCED PREGNANCY/MATERNITY PAY

Provided you qualify for SMP and have the requisite length of service, we offer an enhancement to SMP in line with length of service. Length of service is calculated as per the end of the 15th week before the expected week of birth.

Length of Service	Enhanced pregnancy/maternity pay
Under 1 year	SMP only
1 year plus	26 weeks at full pay (which includes any SMP) 13 weeks at SMP 13 weeks unpaid

STARTING YOUR PREGNANCY/MATERNITY LEAVE

There are two situations in which your pregnancy/maternity leave and SMP will begin automatically, even if this is earlier than you intended:

- a) if the baby is born; or
- b) if you are absent from work for a reason wholly or partly related to your pregnancy (including pregnancy related sickness) at any time in the 4 weeks before the EWC.

In both cases, your pregnancy/maternity leave (and pay) will start automatically the following day. If one of these events happens before your pregnancy/maternity leave was due to start,

you must tell us as soon as possible. Ideally you will need to let us know in writing. However, we understand that initially you may just want to give us a call.

If you need to change your leave date, either by bringing it forward or pushing it back, please speak to your Talent Team and line manager. Typically, we ask for at least 28 days' notice. However, we acknowledge that this isn't always possible.

ARRANGEMENTS WHILE ON LEAVE

Please refer to the arrangements on long periods of family leave policy for information about staying connected, KIT days, salary and benefits and other things which may impact you while you are on leave.

RETURNING TO WORK

Return date When we write to confirm your entitlements under this policy, we will automatically provide for a return date that is 52 weeks from the date that you are planning on starting your leave.

If you plan to return on this date, you do not have to reconfirm your return date. If you want to return to work sooner than the date indicated, you can either tell us before you go on leave or during your pregnancy/maternity leave. However, you need to give us 8 weeks' notice. If you do not give this notice, we may have to postpone your return.

In order to ensure that you are kept informed about what's going on with your agency and the wider group, we will look to stay in touch with you during your leave. Your Line Manager should also be speaking to you about your return nearer to your proposed return date. We want to encourage an open dialogue.

If you plan to take Shared Parental Leave, you will need to give notice to curtail your pregnancy/maternity leave. Please see the Shared Parental Leave Policy for more information.

Your role

When you return to work, the basic right is to return to the job in which you were employed before you went on pregnancy/maternity leave, with terms and conditions of employment no less favourable than they would have been had you not been absent from work. However, if you have taken more than 26 weeks pregnancy/maternity leave and it is not reasonably practicable for you to return to the same job, we may give you another suitable job on no less favourable terms and conditions.

Your first month back – phased return

We appreciate that the transition back into work after a period of pregnancy/maternity leave can be daunting. As well as trying to ensure you remain connected to your agency during your leave, we want to try and ensure your return is as smooth and supportive as possible. In order to do this, we provide a paid flexible phased return, during which you will be paid full pay for the first month after your return from leave. The purpose of the phased return is to integrate you back into the business while also allowing you time to adjust.

As set out in the "Staying connected" section of the Arrangements When on Long Period of Family Leave Policy, during the last three months of your leave, your line manager will be in touch to discuss your return with you and to formulate a plan. Our expectation is that you

would work at least 50% of your contracted hours during the first month but how you structure this is to be decided between you and your manager. The phased return to work plan needs to be discussed and agreed with your manager a reasonable time before your return to work date. It also needs to be workable and meaningful for both parties.

As an example, during your first two weeks back at work you could return working 50% of your contractual working hours, building up to 100% over the next two weeks but receive full pay throughout. This could, dependent on your job role, include a 'soft launch' first week if possible, whereby you shadow any cover or don't become immediately placed on client work or live projects. This gives you valuable time to clear emails, hold meetings with new colleagues, digest any handover notes and adapt to new ways of working.

Please note that this is separate to permanent flexible working (i.e. agreeing to amend your employment contract to work part-time or different hours etc) which needs to be dealt with by making a flexible working request under the flexible working policy.

SWITCHING TO SHARED PARENTAL LEAVE

In some cases, you and your 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 after birth. Your partner should check with their employer to confirm whether they are also eligible.

You need to give us at least eight weeks' written notice to end your pregnancy/maternity leave and opt into SPL. You can give this notice before or after the birth, but you must remain on pregnancy/maternity leave until at least two weeks after birth. You would then be able to share any remaining leave with your partner. For further information about how SPL works, please see our Shared Parental Leave Policy.

02

ARRANGEMENTS WHEN ON LONG PERIODS OF FAMILY LEAVE POLICY



02. ARRANGEMENTS WHEN ON LONG PERIODS OF FAMILY LEAVE POLICY

When you are on extended periods of pregnancy/maternity leave, adoption leave or shared parental leave, the following apply to you contract and your employment.

STAYING CONNECTED DURING YOUR LEAVE

An extended period of leave is different for everyone. Some people like to disconnect completely from work and others want to be kept in the loop with everything that is going on. We think that it is really important that anyone on leave, particularly a longer leave period, has an understanding of changes taking place in their team, agency and the broader Groupe as a minimum. We also think it is important to continue to feel connected to your agency to help with the transition back to work. As such we ask all line managers to schedule regular catch ups with those on leave appropriate to the length of absence. Line managers should also provide email updates.

In order to facilitate this, we ask that you provide a personal email address before you go on leave. The catch ups with your manager are not mandatory and if you don't feel like having these meetings you can let your manager know and can agree a different way of keeping in touch. Your line manager will speak to you before your leave to discuss with you keeping in touch and we encourage you to use this conversation to inform your manager of your preferences about the level of contact that you would like.

Please note there may be times where we need to contact you regarding something that's happening at work (i.e. there is a legal obligation to do so).

Even if you do not wish to receive regular updates in advance of your return from leave, your line manager will be in touch to start to plan for your return.

KEEPING IN TOUCH (KIT) DAYS

You can work for up to 10 days during your pregnancy/maternity leave or adoption leave without losing your statutory maternity pay, statutory adoption pay or maternity allowance or ending your leave. These are called KIT days and may only be worked if both you and the agency agree to them. For birth parents, you cannot work during the 2 weeks immediately after your child is born.

If you are on shared parental leave, you may ask or be asked to work (including to attend training) on up to 20 KIT days. This is in addition to any KIT days that may have been taken during pregnancy/maternity leave or adoption leave.

Although particularly useful for things such as training or team events, KIT days may be used for any form of work. They should make it easier for you to return to work after your leave. You will need to contact your line manager in advance and agree with them which day(s) would be most useful to you and the agency, what work is to be done and what hours you will work on each day. You need to clarify the details with the Talent Team to ensure that any work you do will qualify as a KIT day.

Having agreed this, you must then request to work the agreed KIT day(s) in writing to your line manager and the Talent Team via email. Your line manager will confirm their agreement to your request in writing.

KIT days are paid at your normal daily salary rate. If you are working a KIT day whilst you are still in receipt of statutory pay, the statutory pay applicable to that day will be offset against your normal daily salary rate. If you work for fewer than four hours, you will be paid for a half day. If you work for over four hours, you will be paid for a full day. Each KIT day will use up one of your available KIT days, whether you work for half or the whole day.

YOUR CONTRACT AND BENEFITS

All terms and conditions of your employment remain in force during your leave, except for the terms relating to pay. In particular:

- benefits in kind shall continue (such as life insurance, private medical and group income protection, if applicable);
- annual leave entitlement under your contract shall continue to accrue (see the paragraph below); and
- pension benefits shall continue (subject to the pensions paragraph below).

If you are a member of a private medical and would like to add your baby to your cover, you will need contact the Talent Team and provide your baby's name and date of birth. This could increase the cost of your cover, depending on your current policy.

Please note that if your employment ends for any reason either before or during your leave, your employment contract will come to an end. You will no longer be entitled to any benefits or enhanced pay if you are not employed by the agency. You may still be entitled to statutory pay or maternity allowance.

ANNUAL LEAVE AND BANK HOLIDAYS

While on leave, you will continue to accrue annual leave, discretionary agency closure days and any bank holidays as normal.

Before you start your leave, the Talent Team will calculate the number of days' annual leave entitlement you have up to and including the date your leave is due to commence. In order to help manage your leave, your line manager and Talent Team will discuss taking leave with you before you start your leave. You should aim to take as much accrued annual leave before you start your leave as you can with any remainder taken before your return to work.

In many cases, a period of leave will last beyond the end of the holiday year. Any holiday entitlement for the year that is not or cannot reasonably be taken before starting leave can be carried over to the next holiday year. Ideally any carried over holiday should be taken before returning to work, unless your line manager agrees otherwise.

PENSION CONTRIBUTIONS

During any paid period of leave, we will continue to make any employer pension contributions that we usually make based on what your salary would have been if you had not been on leave. Your employee pension contributions will continue but based on the pay that you actually received during the leave period. If you wish to increase your contributions

to make up any shortfall from those based on your normal salary then please contact the Talent Team.

PERFORMANCE REVIEWS

Depending on the timing of your leave within the review cycle, it may be appropriate to discuss your development and objectives before you go on leave. As part of your return to work, you should review your objectives with your line manager to see if they are still appropriate or need amending.

PAY REVIEW

Your basic salary will be reviewed from time to time. All increases are discretionary. If the agency decides to award you a pay increase at any time between your EWC or Matching Week and the end of your leave, you may be entitled to be paid enhanced pay or statutory pay (as appropriate) based on your increased salary for the leave period.

FIXED TERM CONTRACTS

Please note that if you have been employed on a fixed term contract which is due to expire during your leave period, your contract will continue to expire on the basis of the non-renewal of your fixed term contract. Your leave will cease on termination and your contract and all benefits (including any enhanced pay) will come to an end, but we will continue to pay your statutory pay if you are eligible for such payment.

If you have received a formal offer to extend your fixed term contract and you accept this, then it will be renewed at the expiry date of your original contract.

DECIDING NOT TO RETURN

If you do not intend to return to work, or are unsure, it is helpful if you discuss this with us as early as possible.

If you decide not to return, you should give notice of resignation in accordance with your contract of employment. The amount of leave left to run when you give notice must be at least equal to your contractual notice period, otherwise we may require you to return to work for the remainder of the notice period.

SICKNESS AT THE END OF LEAVE

If you cannot return to work at the end of your leave because of sickness, the normal sickness absence rules and procedures will apply to you. A member of the Talent Team and your line manager will also be in touch to support you during this time. Any phased return to work will be postponed until you are well enough to start work.

PARENTAL LEAVE AT THE END OF ANOTHER TYPE OF LEAVE

You are entitled to take Parental Leave immediately after a period of leave, if the notice requirements and qualifying conditions set out in the Parental Leave policy are met. Please see the Parental Leave Policy for more detail.

03

PATERNITY/ SECOND PARENT POLICY



03. PATERNITY/SECOND PARENT POLICY

Please note the word paternity is used in this policy because it is a legal term but Publicis Groupe recognises that paternity leave is relevant for people who do not identify as male or a dad. When you take time off because your spouse, civil partner or partner is having or adopting a child, you may be eligible for paternity/second parent leave and pay. You may also qualify for Statutory Paternity Pay (SPP) or our enhanced paternity leave and pay (EPP).

Please also refer to our glossary of relevant terms which can be found here and which apply to all our family-friendly policies.

PATERNITY/SECOND PARENT LEAVE

Paternity/second parent leave is available to employees for the purpose of caring for a child, or supporting the child's other parent, in the following cases:

1. on the birth of a child, where either:
 - a. you are the biological father and expect to have some responsibility for the child's upbringing; or
 - b. you are the partner of the person who has given birth and you expect to have responsibility, with the person who has given birth for the child's upbringing.
2. on the birth of a child to a surrogate mother where you are, or your partner is, one of the child's biological parents, and you expect to obtain a parental order giving you and your partner responsibility for the child.
3. where an adoption agency places a child with you and/or your partner for adoption and you expect to have main responsibility (with your partner) for the child's upbringing.

(d) where a local authority places a child with you and/or your partner under a fostering for adoption arrangement and you expect to have main responsibility (with your partner) for the child's upbringing.

To qualify for paternity/second parent leave you must have been continuously employed by us for 26 weeks by the start of the 15th week before the expected week of childbirth (EWC) or the week in which you or your partner are notified by the adoption agency or local authority that you/they have been matched with a child (Matching Week).

In adoption, fostering for adoption and surrogacy cases, you may wish to consider adoption leave instead (see our Adoption Leave Policy). Only one parent can take adoption leave so you should discuss this with your partner. You cannot take both paternity/second parent leave and adoption leave.

You cannot take paternity/second parent leave if you have already taken shared parental leave in respect of the same child. You may be eligible to take shared parental leave after paternity/second parent leave (see Shared Parental Leave policy).

TELLING US YOU WANT TO TAKE PATERNITY/SECOND PARENT LEAVE

If you want to take paternity/second parent leave we would encourage you to come and speak to the Talent Team as soon as possible. However, in order to satisfy the necessary notification requirements, you must give written notice of your intention to take paternity/ second parent leave by the 15th week before the EWC, or in the case of adoption, within 7 days of the Matching Week.

TIME OFF FOR ANTE-NATAL CARE

If you are:

- a) the baby's father;
- b) the expectant mother's spouse, civil partner or partner (including same sex); or
- c) the intended parents of a child in a surrogacy arrangement and expect to be entitled to, and intend to apply for, a parental order in respect of that child.

You are entitled to take unpaid time off during working hours to accompany a pregnant person to up to 2 antenatal appointments that their doctor, midwife or health visitor may have advised them to attend. Please give your immediate line manager and the Talent Team as much notice as possible of your appointments and wherever possible try to arrange them near to the start or end of the day.

LENGTH OF PATERNITY/SECOND PARENT LEAVE

Two weeks of statutory paternity/second parent leave is available to eligible employees. Statutory paternity/second parent leave must be taken as a period of either one week or two consecutive weeks. It cannot be taken in instalments.

To qualify for the enhanced paternity/second parent leave of four weeks, please see the qualifying conditions below.

STARTING PATERNITY/SECOND PARENT LEAVE

Your paternity/second parent leave can start on any day of the week (but cannot start before the baby is born, or in the case of adoption, the date on which the child is placed with you). Alternatively, you could request to start the leave on a specified date or on a specified number of days after the birth or placement of the child.

The leave must finish within 56 days (eight weeks) of the child's birth, or in the case of adoption, placement. If your partner has a multiple birth, or adopts more than one child in one placement, you are only allowed one period of Paternity/Second Parent Leave. If you have provided the correct notification, your paternity/second parent leave will start on the date you intended unless:

- a) you intended it to start on the date of the birth or placement and you are in fact at work on that date (in which case it will begin the next day); or
- b) you specified a date but the child was not born or placed by then (in which case you must change the date or choose to take leave from the actual date of birth or placement or a specified number of days afterwards and you must give us notice as soon as possible).
- c) Once the child is born or placed, you must notify your line manager and the Talent Team in writing.

STATUTORY PATERNITY PAY (SPP)

If you have 26 weeks continuous service and average weekly earnings of not less than the lower earnings limit for National Insurance Contributions for a period of 8 weeks ending with the 15th week before the EWC or in the case of adoption, Matching Week, you will qualify for two weeks of Statutory Paternity Pay (SPP) during your Paternity/Second Parent Leave. SPP

is payable at a flat rate which is set by the Government or 90% of your average weekly earnings, whichever is lower. Please ask the Talent Team for the current rate.

ENHANCED PATERNITY/SECOND PARENT PAY

Depending on your length of service, you may be entitled to enhanced paternity/second parent leave and enhanced pay during your leave If you:

- are a permanent employee with more than 1 years' service at the 15th week before EWC or, in the case of adoption, the Matching Week; and
- are eligible for SPP; and
- have followed the correct notification procedure outlined in this policy
- you will qualify for enhanced paternity/second parent pay as per the below.

Length of Service	Leave and pay entitlement
1 year plus	4 weeks of enhanced paternity/second parent leave. This is paid at full pay (inclusive of SPP).

WHEN TO TAKE ENHANCED LEAVE

At least 2 weeks of your leave must be taken within 8 weeks of the birth (or due date if the baby is early) or adoption. The remaining leave must be taken within 12 months of the birth or adoption.

The default position is that paternity/second parent leave should be taken at a minimum of a week at a time. If you wish to split the final ten days of your leave into smaller blocks, your line manager will need to be given an opportunity to consider the request and approval will be needed. If we are not able to accommodate your request, you should take the leave in weekly blocks.

TERMS AND CONDITIONS DURING PATERNITY LEAVE

All the terms and conditions of your employment remain in force during paternity/second parent leave, except for the terms relating to pay. In particular:

- a) benefits in kind such as life insurance and private medical, if applicable, shall continue;
- b) annual leave entitlement under your contract shall continue to accrue; and
- c) pension benefits shall continue (see below)

ANNUAL LEAVE

Annual leave will accrue during paternity/second parent leave at the rate provided under your contract.

If you are taking a period of paternity/second parent leave that will finish very close to the end of the year or continue into the next holiday year, any holiday entitlement for the year that cannot reasonably be taken before starting your paternity/second parent leave can be carried over to the next holiday year and should be taken before returning to work.

You should discuss your holiday plans with your line manager in good time before starting your paternity/second parent leave. All holiday dates are subject to approval by your manager.

PENSIONS

During paternity/second parent leave we shall continue to make any employer contributions that we usually make into your pension scheme, based on what your earnings would have been if you had not been on paternity leave.

PARENTAL LEAVE AT THE END OF PATERNITY/SECOND PARENT LEAVE

Second parents can take Parental Leave immediately after a period of paternity/second parent leave, as long as the notice requirements and qualifying conditions set out in the section on Parental Leave are met.

Please refer to the Shared Parental Leave Policy for further information on your entitlement to take shared parental leave following your return from paternity/second parent leave and your partner's decision to curtail their maternity/pregnancy leave or adoption leave.

04

SHARED PARENTAL LEAVE POLICY



04. SHARED PARENTAL LEAVE POLICY

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 or placement, than if you were simply taking maternity/pregnancy, adoption or paternity/second parent leave. If you are both eligible for SPL, you will be able to choose how to split the available leave and available pay 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.

Similar rules apply in respect of adoption and adoption leave. The key differences are dealt with in a separate section of this policy.

ELIGIBILITY FOR SPL

The following conditions must be fulfilled by anyone wanting to take SPL:

- (a) you must have at least 26 weeks continuous employment with us by the end of the 15th week before the EWC or Matching Week;
- (b) you must still be employed by us in the week before the leave is to be taken;
- (c) you will have or expect to have main responsibility for caring for the child; and
- (d) you and your partner/the other parent must give the necessary statutory notices and declarations as summarised below, including notice to end any pregnancy/maternity leave, adoption leave, statutory maternity pay (SMP), statutory adoption pay (SAP) or maternity allowance (MA) periods.

If you are the person who is pregnant (and intending to take some pregnancy/maternity leave) or the primary adopter (and intending to take some adoption leave), you must also fulfil the following:

- e) have a partner or other parent of the child (with whom you intend to share SPL) who has worked (in an employed or self-employed capacity) in at least 26 of the 66 weeks before the EWC or Matching Week and had average weekly earnings of at least £30 during 13 of those weeks.

If you are the partner or other parent, you must also fulfil the following:

- f) have a partner/other parent who is entitled to statutory maternity leave or statutory adoption leave and who has 'curtailed' their maternity or adoption leave.

HOW DOES IT WORK?

At first, SPL can feel complicated to think about. The best way to approach SPL is to 23 consider it as two separate pots that can be shared between the parents: one pot of available leave and one pot of available pay.

Leave

Pregnancy/maternity leave and adoption leave are 52 weeks. After the initial two weeks, leave can be cut short at any time (subject to the proper notice being given) and the remaining balance can be converted to SPL. This means the maximum period of leave that can be converted to SPL from the pot of 52 weeks of leave is 50 weeks. However, in practice, the parent taking pregnancy/maternity leave or adoption leave usually takes a longer initial period of leave than this.

Pay

Statutory pay, be it SMP, SAP or MA, is paid for 39 weeks. This means that there is a pot of 39 weeks of pay to be shared between the partners. Any period in which the parent receives SMP, SAP or MA, is taken away from the 39 weeks of statutory pay available.

Examples

In case it still feels a little abstract, here are some examples of the way that the leave and pay can be shared and structured between partners.

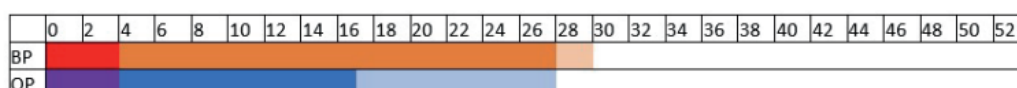
Example 1:

Birth parent takes:

- 28 weeks of pregnancy/maternity leave before returning to work, using up 28 of the 52 available weeks of leave.
- The birth parent has elected to be paid for 26 weeks of the leave, using up 26 of the available 39 weeks of pay (this leaves 13 weeks of pay in the pot); and
- 2 weeks of unpaid maternity leave, having curtailed two weeks of SMP.

Other parent takes:

- Paternity/second parent leave for two weeks.
- 24 weeks of SPL before returning to work, using up the remaining 24 weeks of leave.
- This will include 13 weeks of paid leave as there are 13 weeks of statutory pay left in the pot; and
- the final 13 weeks of SPL will be unpaid, because the partners have exhausted their pot of 39 weeks of pay.



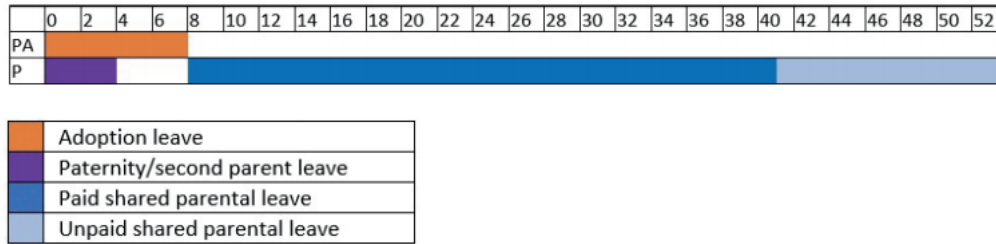
	Compulsory maternity leave
	Ordinary maternity leave
	Unpaid maternity leave
	Paternity leave
	Paid shared parental leave
	Unpaid shared parental leave

Example 2:

Primary adopter takes:

- 6 weeks of adoption leave before returning to work, using up 6 weeks of the 52 available weeks of leave.
 - This includes 6 weeks of pay, using up 6 weeks of the available 39 weeks of pay.
- Partner/Secondary adopter takes:
- 2 weeks of paternity/second parent leave.
 - Then returns to work for four weeks.
 - Then takes 46 weeks of SPL, using up the remaining 46 weeks of leave.
 - This includes 33 weeks of paid leave as there are 33 weeks of pay; and

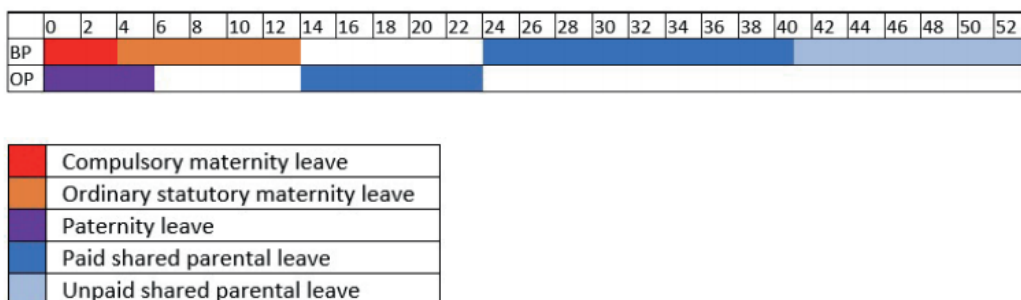
- the final 13 weeks of SPL will be unpaid, because the partners have exhausted their pot of 39 weeks of pay.



Example 3:

Birth parent takes:

- 12 weeks of pregnancy/maternity leave before returning to work, using up 12 of the 52 available weeks of leave.
- This includes 12 weeks of paid leave, using up 12 of the available 39 weeks of pay.
- The birth parent returns to work for 10 weeks.
- The birth parent then takes 30 weeks of SPL, using up a further 30 weeks of the available 52 weeks of leave (42 weeks in total).
- For this period of SPL, 17 weeks are paid, using up a further 17 weeks of the available 39 weeks of pay (29 weeks of pay in total at this point); and
- the final 13 weeks of SPL will be unpaid, because the partners have exhausted their pot of 39 weeks of pay.
- Other parent takes:
- Enhanced paternity/second parent leave for four weeks (in accordance with the Groupe's enhanced offering).
- The partner then returns to work for 8 weeks.
- After this return to work, they then take 10 weeks of paid SPL, using up the remaining 10 weeks of the 52 weeks of leave and the remaining 10 weeks of the available 39 weeks of pay.



HOW TO LET US KNOW ABOUT YOUR SPL PLANS

If you would like to take SPL, you have to provide written notice confirming the necessary information to your line manager and the Talent Team. We would encourage you to discuss your plans with us informally and as early as possible as we will be able to discuss your options

and confirm your eligibility. Written notice must be submitted not less than eight weeks before the date you intend SPL to start.

Once we are aware of your intention to take SPL, the Talent Team will arrange a meeting with you to discuss your plans and talk you through the various notification requirements.

What notices do I need to give?

If you are the parent who has given birth or the Primary Adopter, you will need to submit:

- A Curtailment Notice – this brings your pregnancy/maternity or adoption leave and pay entitlements to an end; and
- A Notice of entitlement and intention to take SPL which confirms your eligibility for SPL, sets out how much SPL will be available to take, how much SPL you and your partner each intend to take and when you both intend to take it.
- If you are the partner of the parent who has given birth or Primary Adopter, you will need to submit:
- a Notice of Entitlement and Intention to take SPL which confirms your eligibility for SPL, sets out how much SPL will be available to take, how much SPL you and your partner each intend to take and when you both intend to take it. It will also detail your partner's pregnancy/maternity or adoption leave and confirm that they have returned to work or curtailed their pregnancy/maternity or adoption leave.

You can use the Notice of Entitlement and Intention to take SPL form as the final form or you can wait and submit a final Period of Leave Notice which sets in stone the period of SPL you or your partner would like to take. The final Period of Leave Notice has to be submitted at least 8 weeks before you intend to take SPL.

Although you can give us up to three separate period of leave notices, we encourage you to work out how you plan to share the available SPL with your partner at the outset and list all of the proposed periods of leave in one single period of leave notice. That will help us to plan how we cover your absence and to identify potential difficulties.

Once you have given us the notice to end your pregnancy/maternity or adoption leave, you can only revoke that notice and return to (or remain on) pregnancy/maternity or adoption leave in very limited circumstances. Please speak to your Talent Team if this situation arises.

Speaking to your Talent Team as soon as possible about wanting to take SPL can help with the notification process and ensure that you submit the right notice at the right time.

There may be circumstances in which we may ask you for evidence to support your application, such as a copy of your child's birth certificate and the name and address of your partner's employer, in case we need to contact them. Failure to provide this evidence within 14 days of the request may prevent or delay your application for SPL.

On receipt of your 'Period of Leave Notice', we may set up a meeting to discuss the proposal between you, your line manager, and a member of the Talent Team. After submitting a 'Period of Leave Notice', you may only change this request by submitting another 'Period of Leave Notice'. You may submit a total of 3 'Period of Leave Notices' in relation to your overall SPL entitlement. If you have used up all 3 of your 'Period of Leave Notices', we are under no obligation to consider any further request to vary your leave, but we may, in our absolute discretion, do so in exceptional circumstances.

Any changes to your leave dates must be submitted at least 8 weeks before the agreed leave date is due to start, and must include details of the change you are requesting. We will try, where practicable, to accommodate late requests to vary agreed leave where there has been a change in your circumstances. However, it may not be possible for us to do this, for example, where we have arranged for your role to be covered during the period of agreed absence on SPL.

Please note that your primary right is to take SPL in one continuous block. However, if you wish to split the leave with various periods of work between, your line manager will need to be given an opportunity to consider the request and approval will be needed. If your proposal for split SPL is not approved and we cannot agree other arrangements within two weeks of your application, you are entitled to keep your right to take a period of leave in a single block.

If you have given a period of leave notice to start SPL on a set date in the 8 weeks following the EWC but your child is born early (before the EWC), provided you notify us as soon as possible, you can move the start date forward by the same number of days. If your child is born more than 8 weeks' early and you want to take SPL in the 8 weeks following birth, please submit your notice of entitlement and intention to take SPL and period of leave notice as soon as possible.

STATUTORY SHARED PARENTAL PAY ("ShPP")

Provided you have given us the relevant notifications of your entitlement to ShPP and you and your partner meet the qualifying conditions below, you will be entitled to share 39 weeks of ShPP with your partner. ShPP is paid by employers at a rate set by the government each year.

The qualifying conditions are:

1. you have at least 26 weeks' continuous employment with us at the end of the 15th week before the EWC; and
2. your average earnings are not less than the lower earnings limit set by the government each tax year.

ENHANCED SHARED PARENTAL PAY (ESHPP)

We offer enhanced ShPP (EShPP) to employees who meet certain conditions. To qualify, you must:

- a) be eligible for ShPP and follow the same procedure as for claiming ShPP (see above); and
- b) have been continuously employed by us for at least 1 year by the start of the 15th week before the EWC.

EShPP will be paid at the following rates depending on your length of service. EShPP will, at all times, be subject to you continuing to be entitled to ShPP. The number of weeks of EShPP to which you will be entitled will be reduced by the number of weeks in which you received enhanced pregnancy/maternity pay or enhanced paternity/second parent pay from the agency. For the avoidance of doubt, the EShPP and ShPP period shall commence from birth.

Length of Service	Shared Parental Pay
Under 1 year	ShPP only
1 year plus	26 weeks at full pay (which includes any ShPP) 13 weeks at ShPP 13 weeks unpaid

It is important to remember that you have to be entitled to statutory ShPP and statutory shared parental leave in order to get the benefit of the EShPP. You therefore need to think carefully about how to split any periods of family friendly leave between you and your partner especially if you both benefit from enhanced pay from your employers. This is also why it is important to speak to your Talent Team about your plans as soon as possible so they can help you understand what you are eligible to receive.

ARRANGEMENTS WHILE ON LEAVE

Please refer to the arrangements when on long periods of family leave policy above for information about staying connected, KIT days, salary and benefits and other things which may impact you while you are on leave.

RETURNING TO WORK

When we confirm all the agreed arrangements for your SPL, we will let you know the day on which your SPL ends. If you plan to return on this date, you do not have to tell us of your date of return.

If you want to return to work sooner than the date we confirmed to you, you must give us at least 8 weeks' notice. If you do not, we may have to postpone your return to a date which will ensure that we have had 8 weeks' notice, or until the end of that period of SPL, if that is sooner.

When you return to work, the basic right is to return to the job in which you were employed before you went on SPL, and on the same terms of employment. However, if it is not reasonably practicable for you to return to the same job, we may give you another suitable and appropriate job on terms and conditions no less favourable if:

- a) your SPL and any pregnancy/maternity or paternity/second parent leave you have taken (whether or not consecutive) is more than 26 weeks in total; or
- b) you took SPL consecutively with more than 4 weeks of ordinary parental leave.

If you do not intend to return to work after your SPL you must give your line manager and the Talent Team notice of your resignation in writing, per the terms of your contract of employment.

Your first month back – phased return.

We appreciate that the transition back into work after an extended period of SPL can be daunting. As well as trying to ensure you remain connected to your agency during your leave, we want to try and ensure your return is as smooth and supportive as possible. In order to do this, we provide a paid flexible phased return for those who have been on a continuous block of leave for 12 weeks or more, during which you will be paid full pay for the first month after

your return from leave. The purpose of the phased return is to integrate you back into the business while also allowing you time to adjust. A phased return is only offered once per leave entitlement so you are taking leave in several blocks, you will need to think about the most appropriate time to use it.

As set out in the “Staying connected” section of the Arrangements When on Long Period of Family Leave Policy, towards the end of your leave, your line manager will be in touch to discuss your return with you and to formulate a plan. Our expectation is that you would work at least 50% of your contracted hours during the first month but how you structure this is to be decided between you and your manager. The phased return to work plan needs to be discussed and agreed with your manager a reasonable time before your return to work date. It also needs to be workable and meaningful for both parties.

As an example, during your first two weeks back at work you could return working 50% of your contractual working hours, building up to 100% over the next two weeks but receive full pay throughout. This could, dependent on your job role, include a ‘soft launch’ first week, if possible, whereby you shadow any cover or don’t become immediately placed on client work or live projects. This gives you valuable time to clear emails, hold meetings with new colleagues, digest any handover notes and adapt to new ways of working.

Please note that this is separate to permanent flexible working (i.e. agreeing to amend your employment contract to work part-time or different hours etc) which needs to be dealt with by making a flexible working request under the flexible working policy.

SHARED PARENTAL LEAVE AND ADOPTION

When we talk about adoption (including parents receiving a child through surrogacy), we use the following terminology:

- Estimated Placement Date: the date on which the adoption agency expects to place the child with the adopter(s).
- Matching Week: the week in which you are notified in writing by an adoption agency that you have been matched with a child.
- Primary Adopter: the person with whom the child is, or is expected to be, placed for adoption, or, in a case where two people have been matched jointly, whichever of them has elected to be the child’s adopter for the purposes of adoption leave.

ELIGIBILITY FOR SPL IF ADOPTING A CHILD AS THE PRIMARY ADOPTER

As well as the eligibility requirements set out above, in adoption cases we may ask you to provide us with the following evidence of your entitlement to SPL:

- a) a matching certificate from the adoption agency confirming:
 - i. the agency’s name and address;
 - ii. the date you were notified of the match; and
 - iii. the estimated placement date.
- b) The name and address of your partner’s employer.

STEPS TO FOLLOW TO MAKE A REQUEST FOR SPL

You will need to give a notice to curtail adoption leave, rather than a notice to curtail pregnancy/maternity leave. Otherwise, the steps are the same as those set out above.

05

ADOPTION POLICY



05. ADOPTION POLICY

If you are taking time off to adopt a child or have a child through a surrogacy arrangement, you may be eligible for Adoption Pay and Leave.

Some terms we use in this policy

- Matching Week: the week, beginning on a Sunday, in which you are notified in writing by an adoption agency of having been matched with a child
- Expected Placement Date (EPD): the date on which an adoption agency expects that it will place a child into your care with a view to adoption
- Relevant Period: the eight weeks ending with the Matching Week

PRIMARY AND SECONDARY ADOPTER

If you are adopting with a partner, you must decide between you who will be treated as the primary adopter and who will be treated as the secondary adopter for the purposes of time off.

You would usually choose to be the primary adopter if you intend to take adoption leave when the child is placed with you. You would not be able to take paternity/second parent leave if you have elected to be the primary adopter. You would usually choose to be the secondary adopter if you intend to take paternity leave when the child is placed with you, although you may be able to take adoption leave if your partner is not taking it.

If you are adopting a child alone, you are treated as the primary adopter.

TIME OFF FOR ADOPTION APPOINTMENTS

An adoption appointment is an appointment arranged by an adoption agency (or at the adoption agency's request) for you to have contact with a child who is to be placed with you for adoption, or for any other purpose related to the adoption.

If the adoption agency is placing more than one child with you as part of the same arrangement, this is treated as one adoption and will not increase the number of appointments you can take time off to attend.

The primary adopter may take paid time off for up to five adoption appointments in relation to any particular adoption. The secondary adopter will be entitled to take unpaid time off for up to 2 appointments.

Please give your immediate line manager and the Talent Team as much notice as possible of your appointments and wherever possible try to arrange them near to the start or end of the 33 day. If you need to attend more appointments than those outlined above, please talk to your Talent Team and line manager.

ENTITLEMENT TO ADOPTION LEAVE

Adoption leave is only available if:

- a. you are adopting through a UK adoption agency or, where if you are adopting a child from overseas, the adoption has been officially approved in writing by the relevant UK authority. It is not available if there is no adoption agency involved, for example, if you are formally adopting a step-child or other relative;

- b. the adoption agency or local authority has given you written notice that it has matched you with a child for adoption, or that it will be placing a child with you under a fostering for adoption arrangement, and tells you the EPD;
- c. you have notified the agency that you agree to the child being placed with you on the EPD;
- d. your partner will not be taking adoption leave with their employer (although they may be entitled to take paternity/second parent leave).

In a surrogacy case, you are entitled to adoption leave if all the following conditions are met:

- a. A surrogate gives birth to a child who is biologically your child, the child of your partner or the child of both of you.
- b. You expect to be given parental responsibility for the child under a parental order from the court. The child must live with you and you must apply for the parental order within six months of the child's birth.

NOTIFICATION REQUIREMENTS: ADOPTION CASES

If you want to take adoption leave, you'll need to:

- a. Tell us within 7 days of being matched with a child (or where that is not reasonably practicable, as soon as possible) giving us notice in writing of the EPD;
- b. Tell us when you would like your leave to start;
- c. Show us a copy of your matching certificate, which your adoption agency will provide or, if you are adopting a child from overseas, a copy of the official notification of the adoption by the relevant UK authority;
- d. If you are adopting a child from overseas, you will need to tell us the date you received official notification of the adoption by the relevant UK authority and the date when the child is expected to arrive in the UK. You must also give us at least 28 days' notice in writing of the date you intend to start your adoption leave.

This can be the date the child arrives in Great Britain or a predetermined date no more than 28 days after the child's arrival in Great Britain. You must also notify us of the date the child arrives in Great Britain within 28 days of that date.

On receipt of the above notification, we will write to you within 28 days to inform you of the date you would be due to return to work assuming you take your full entitlement to adoption leave.

You can change your leave date at least 28 days before your original start date or the new start date - whichever is earlier or, if that is not possible, as soon as is reasonably practicable. We will write to you with your amended leave and start dates.

NOTIFICATION REQUIREMENTS: SURROGACY CASES

In a surrogacy case, you must tell us in writing of your intention to take adoption leave and give the expected week of childbirth (EWC). You must give this information by the end of the 15th week before the EWC, or if that is not reasonably practicable, as soon as is reasonably practicable.

We will write to you within 28 days of receiving your notification, to confirm your expected return date assuming you take your full entitlement to adoption leave.

When the child is born you must tell us the date of birth.

ADOPTION LEAVE

Employees can take up to 52 weeks' statutory adoption leave. The first 26 weeks is known as 'Ordinary Adoption Leave', the last 26 weeks as 'Additional Adoption Leave'.

Your leave can start:

- a. on the date the child is placed with you or up to 14 days before the EPD (for UK adoptions).
- b. when the child arrives in the UK or within 28 days of this date (for overseas adoptions).
- c. the day the child is born or the day after (for parents in surrogacy arrangements).

STATUTORY ADOPTION PAY (SAP)

SAP is payable for up to 39 weeks. It stops being payable if you return to work sooner or if the placement is disrupted. To be eligible for SAP, you must have:

- a. been employed by us continuously for at least 26 weeks up to and including the Matching Week and are still employed by us during that week;
- b. normal weekly earnings equal to or above the lower earnings limit calculated over the 8 weeks prior to the Matching Week;
- c. given us the relevant notifications as outlined above;
- d. given us proof of the adoption or surrogacy arrangement and have elected to receive SAP and not Statutory Paternity Pay.

SAP is calculated as follows:

- first 6 weeks at the Earnings-related Rate of 90% of your average earnings during the 8 weeks before the Matching Week.
- The following 33 weeks will be paid at the SAP rate as set by the Government each year, or the Earnings-related Rate if this is lower.

SAP accrues with each complete week of absence and payments are made on the next normal payroll date. Income tax, National Insurance and pension contributions are deducted as appropriate.

ENHANCED ADOPTION PAY (EAP)

We offer an enhancement to SAP in line with length of service. Length of service is calculated by reference to the Matching Week.

Length of Service at Matching Week	Adoption Pay
Under 1 year	SAP only
1 year plus	26 weeks at full pay (which includes any SAP) 13 weeks at SAP, and 13 weeks unpaid

ARRANGEMENTS WHILE ON LEAVE

Please refer to the arrangements on long periods of family leave policy for information about staying connected, KIT days, salary and benefits and other things which may impact you while you are on leave.

RETURN TO WORK

Return date

We will expect you back at work on your expected return date communicated to you at the beginning of the process, unless you tell us otherwise. Your line manager and Talent Team will be in touch during the adoption leave period and will be communicating with you about your return.

However, if you wish to return earlier than the end of your adoption leave, you must give us 8 weeks' notice of the date on which you intend to return. Failure to comply with the notification requirements entitles us to postpone your return to ensure we have 8 weeks' notice. We cannot postpone your return to work to a date after the end of the relevant adoption leave period.

If you wish to return later than the expected end of your adoption leave you should either request unpaid parental leave or request paid annual leave in accordance with your contract. If you are unable to return to work due to sickness or injury, this will be treated as sickness absence and our usual sickness policy will apply. In any other case, late return will be treated as unauthorised absence.

If you or your partner plan to take shared parental leave, you will need to give notice to curtail your adoption leave. Further information on shared parental leave can be found in the shared parental leave policy and from your Talent Team.

Your role

You have the right to return to the same job after Ordinary Adoption Leave on the same terms of employment as you would have been on if you had not been absent. If you take a period of Additional Adoption Leave or you have combined your adoption leave with more than four weeks' parental leave, and it is not reasonably practicable for us to allow you to return to the same position, we may give you another suitable and appropriate job on terms and conditions that are not less favourable.

Your first month back – phased return

We appreciate that the transition back into work after a period of adoption leave can be daunting. As well as trying to ensure you remain connected to your agency during your leave, we want to try and ensure your return is as smooth and supportive as possible. In order to do this we provide for a paid flexible phased return during which you will be paid full pay for the first month after your return from leave. The purpose of the phased return is to integrate you back into the business while also allowing you time to adjust.

As set out in the “Staying connected” section of the Arrangements on Long Periods of Family Leave Policy, during the last three months of your leave, your line manager will be in touch to discuss your return with you and to formulate a plan. Our expectation is that you would work at least 50% of your contracted hours during the first month but how you structure this is to be decided between you and your manager. The phased return to work plan needs to be discussed and agreed with your line manager a reasonable time before your return to work date. It also needs to be workable and meaningful for both parties.

As an example, during your first two weeks back at work you could return working 50% of your contractual working hours, building up to 100% over the next two weeks but receive full pay throughout. This could, dependent on your job role, include a ‘soft launch’ first week. If possible, whereby you shadow any cover or don’t become immediately placed on client work or live projects. This gives you valuable time to clear emails, hold meetings with new colleagues, digest any handover notes and adapt to new ways of working. Please note that this is separate to permanent flexible working (i.e. agreeing to amend your employment contract to work part-time or different hours etc) which needs to be dealt with by making a flexible working request under the flexible working policy.

DISRUPTED ADOPTION

Adoption leave is disrupted if it has started but you are notified that the placement will not take place; the child is returned to the adoption agency after placement or the adoption does not go ahead as planned for any other reason.

In a surrogacy case, adoption leave is disrupted where you do not apply for a parental order within the relevant time, or the court does not grant a parental order and the time limit for appeal or further application has expired, or where the child dies.

In the case of disruption, you will be entitled to continue Adoption Leave and pay (if applicable) for up to 8 weeks from the end of the week in which the disruption occurred, unless your entitlement to leave or pay would have ended earlier in the normal course of events.

You may also be entitled to take Shared Parental Leave, further information on which can be found in the Shared Parental Leave Policy. Please contact the Talent Team for more information.

06

PARENTAL LEAVE POLICY



06. PARENTAL LEAVE POLICY

Parental leave enables an employee with at least one year's continuous service to take up to 18 weeks' unpaid parental leave in respect of each child.

Parental leave should not be confused with shared parental leave (please see the shared parental leave policy for further details). Shared parental leave enables individuals to commit to ending their pregnancy/maternity or adoption leave and pay at a future date, and to share the untaken balance of leave and pay as shared parental leave.

You will qualify for parental leave if you:

- (a) have been employed for more than 1 year, on a permanent or fixed term contract basis;
- (b) are named on the child's birth certificate or have or expect to have parental responsibility for the child; and
- (c) are taking the leave to spend time with or otherwise care for the child.

You may be asked to provide evidence that you are entitled to parental leave. Normally this will be the child's birth certificate, adoption certificate or form MATB1 showing the expected week of childbirth.

ENTITLEMENT TO PARENTAL LEAVE

Parental leave is unpaid. You're entitled to 18 weeks' leave for each child and adopted child, up to their 18th birthday.

The limit on how much parental leave each parent can take is 4 weeks per year for each child under 18.

Special rules apply where your child is disabled, which for these purposes means entitled to a disability living allowance, armed forces independence allowance or personal independence payment. You can take parental leave in respect of that child in blocks of less than one week. However, there is still a limit of four weeks a year for each child and 18 weeks in total for each child.

Unless you have prior written approval from the Talent Team or the special rules outlined above apply, you must take parental leave as whole weeks (e.g. 1 week or 2 weeks) rather than individual days. You don't have to take all the leave at once.

A 'week' equals the length of time an employee normally works over 7 days. This means that a week's leave for an employee who usually works from Monday to Friday is equal to 5 days, while for an employee who works Monday to Thursday only, a week's leave is equal to 4 days.

If you leave our employment you can carry with you any accrued parental leave entitlement to your new employer.

JOINING US FROM A PREVIOUS EMPLOYER

If you already have a qualifying child when you join our employment, we will ask you to confirm how much parental leave you have taken at your previous employer(s) and may make enquiries to verify the information you give. Please note that you will require 1 year's continuous employment with us before you will be able to take the balance of your parental leave entitlement (as long as you remain eligible).

NOTIFICATION OF PARENTAL LEAVE

You'll need to give us 21 days' notice in writing before you intend to start your parental leave. When making your request, you'll need to confirm the start and end dates of your intended leave.

If you're an expectant parent requesting parental leave for the birth and/or immediately following the birth of a child, you should provide at least 21 days' notice of the expected week of childbirth and parental leave will then start on the day when the child is born. Second parents may also have a right to paid paternity/second parent leave. Please see the paternity/second parent policy for more detail.

If you wish to start parental leave immediately on having a child placed with you for adoption, you should give notice at least 21 days before the expected week of placement, or if this is not possible, give as much notice as you can.

Requests for parental leave should be made to the Talent Team and to your line manager. You must state the number of weeks you would like to take, the name of the child in respect of whom you are taking the parental leave and make it clear that you are requesting parental leave.

POSTPONEMENT

Although we will try to accommodate your request for parental leave, if we consider that your absence would unduly disrupt the business, we may postpone your leave (for example, if it would leave us short-staffed or unable to complete work on time).

We will discuss alternative dates with you and notify you in writing of the reason for the postponement and the new start and end dates, within seven days of receiving your request for parental leave. We cannot postpone parental leave if you have requested it to start immediate on the birth or adoption of a child. We cannot postpone parental leave for more than six months, or beyond the child's 18th birthday (if sooner).

TAKING PARENTAL LEAVE IMMEDIATELY AFTER PREGNANCY/MATERNITY LEAVE

You can take parental leave immediately after a period of pregnancy/maternity leave, if the notice requirements and qualifying conditions set out above are met. **TERMS AND**

CONDITIONS DURING PARENTAL LEAVE

Parental leave is unpaid. Your employment contract will remain in force, and holiday entitlement will continue to accrue. You will remain bound by your duties of good faith and confidentiality, and any contractual restrictions on accepting gifts and benefits, or working for another business.

07

EMERGENCY CARE FOR DEPENDENTS POLICY



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07. EMERGENCY CARE FOR DEPENDENTS POLICY

We recognise and respect that there may be occasions when it is necessary because of an immediate or unexpected emergency that you will need to take time off work at short notice to deal with events involving one of your dependants or someone close to you. This policy gives all employees the right to take a reasonable amount of unpaid time off work to deal with these situations affecting their dependants. This policy does not apply where you need to take planned time off or provide longer-term care for a dependant. If this is the case, you should take advice from your line manager or the Talent Team.

A 'dependant' for the purpose of this policy is:

1. your spouse, civil partner, parent or child;
2. a person who lives in the same household as you, but who is not your tenant, lodger, boarder or employee; or
3. anyone else who reasonably relies on you to provide assistance, make arrangements or take action of the kind referred to above.

EMERGENCIES

You have a right to take a reasonable amount of time off work when it is necessary to:

1. provide assistance when a dependant falls ill, gives birth, is injured or assaulted;
2. make longer-term care arrangements for a dependant who is ill or injured;
3. take action required in consequence of the death of a dependant;
4. deal with the unexpected disruption, termination, or breakdown of arrangements for the care of a dependant (such as a child-minder falling ill); and/or
5. deal with an unexpected incident involving your child while a school or another educational establishment is responsible for them.

Everyone's circumstances are different and whether or what action is considered necessary will depend on your circumstances, including the nature of the problem, the closeness of the relationship between you and the dependant, and whether anyone else is available to assist. In general, we would not consider action to be an emergency if you knew of a problem in advance but did not try to make alternative care arrangements. However, we recognise that there will be occasions when avoiding such a situation is not possible.

REASONABLE UNPAID TIME OFF

The default for emergency care for dependents leave will be that the time is unpaid. However, there may be times where we exercise our discretion to pay you in full or in part for time off taken in accordance with this policy.

Reasonable time off in relation to a particular problem will not normally be more than one or two days. However, we will always consider each set of circumstances on their facts.

As soon as is reasonably practicable, you must tell your line manager and/or the Talent Team:

1. the reason for your absence; and
2. how long you expect to be away from work.

This allows us to understand why you are absent, ensure that you have the proper support and that any short-term cover arrangements can be made, if necessary. We also ask that you

keep us informed if your plans look set to change and we will work with you to support you as much as we can.



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08

FERTILITY POLICY



08. FERTILITY POLICY

ABOUT THIS POLICY

We want to ensure that we support all employees who are navigating their fertility journey. Infertility can be devastating and is poorly understood due to the silence which surrounds it. It can have a significant impact on an individual's mental health and many individuals are reluctant to talk about it in the workplace.

This policy and guidance sets out the support that is available and advice, that may be useful, should it be needed. This policy is for:

- All employees who are experiencing fertility issues or undergoing fertility treatment; and
- Line managers of employees who are undergoing fertility treatment.

CONTENT/TRIGGER WARNING

We appreciate that this document may be difficult or upsetting to read so please take care of yourself when reading this and be aware of the support available.

We know that discussing fertility issues can be incredibly difficult and is very personal to individuals. Employees who require support under this policy may find it helpful to have an initial discussion with their Talent Team who can help update the individual's line manager and ensure the appropriate support is provided.

FERTILITY TREATMENT

There are a number of techniques used to help people conceive or have children. For example, In vitro fertilisation (IVF), donor, ICSI. If you would like to learn or understand more about the different types of fertility treatment available, we recommend further reading at the Fertility Network - www.fertilitynetworkuk.org - See Fertility Network Treatment Options and Fertility Network | Fertility Glossary.

INVESTIGATION PHASE AND TIME OFF

If an individual is struggling to conceive, it is likely that there will be an initial investigation phase which will involve tests carried out by specialist fertility clinicians. For those who decide to undergo fertility treatment there are often a number of medical appointments at an early stage to consider the options and treatments available. At this investigation or preliminary stage, any appointments should be treated as medical appointments. We would encourage you to speak to your Line Manager and Talent Team who can help support you manage work around such appointments.

FERTILITY TREATMENT AND TIME OFF

If you are undergoing fertility treatment, you will be eligible for up to 10 days paid leave. These paid days allow you to receive and recover from the treatment and to attend associated appointments.

If you are supporting a partner undergoing fertility treatment you will be eligible for up to 10 days of paid leave to attend appointments and provide the necessary support during treatment.

ADDITIONAL TIME OFF AND SUPPORT

We recognise that you may wish to take additional time off or need more flexibility during this time. Please speak to your line manager or Talent Team to explore options. For example, this could be taking annual leave, unpaid leave or working more flexibility.

NOTIFICATION

If you wish to take fertility leave under this policy, please advise your line manager and/or your Talent Team. We appreciate that fertility appointments can be unpredictable with scans and procedures often confirmed at short notice. Please ensure you inform your line manager as soon as possible to enable them to provide you with the support you need.

CONFIDENTIALITY

We appreciate that discussing fertility issues with a line manager or Talent Team can be extremely difficult. However, this policy does not create any obligation on you to provide specific details in relation to your situation. We recognise the importance of confidentiality and your line manager or Talent Team will discuss with you the level of confidentiality you would like to maintain about your situation.

FERTILITY TREATMENT SUCCESS

If fertility treatment is successful and you are going to become a parent, then please refer to the applicable family friendly policy to understand the benefits and notification requirements (e.g. maternity/pregnancy, adoption, paternity/second parent or shared parental leave policy).

RETURNING TO WORK AFTER FAILED TREATMENT

In the sad event that treatment has not been successful, please discuss and agree with your line manager or Talent Team what support can be put in place for you in accordance with your specific needs. We know this is likely to be a very painful and difficult time. You may also want to look at our Pregnancy Loss Policy.

ADDITIONAL SUPPORT AVAILABLE

The following resources are available to offer support and help to all employees. Your Talent Team will also provide any support that you may need.

INTERNAL RESOURCES

Employee Assistance Programme

Confidential employee support helpline

Phone: 0800 048 2702

Website: <https://unumuk.lifeworks.com/life/employee-assistance>

User ID: unum

Password: lifeworks

HEADLINE RESOURCES

There are a number of resources available under our Headline initiative to support your Mental Health & Wellbeing. Details can be [here](#).

EXTERNAL RESOURCES

- Fertility Network UK - <https://fertilitynetworkuk.org/>- provides information, support and signposting for additional support.
- HFEA - www.hfea.gov.uk – HFEA are the UK Government's independent regulator overseeing fertility treatment and research.
- British Infertility Counselling Association – www.bica.net
- National Fertility Society – www.nationalfertilitysociety.co.uk
- Donor Conception – www.dcnetwork.org
- Instagram - has a large Trying to Conceive (TTC) community with support via instalives and events. You can follow www.instagram.com/fertilitynetworkuk and also search on **#ttc** **#ttccommunity** **#fertility** **#fertilitytreatment**.

09

PREGNANCY LOSS POLICY



09. PREGNANCY LOSS POLICY

We want to ensure that we support all employees who suffer the loss of a pregnancy, whether it happens directly to them, their partner or their baby's surrogate mother, regardless of the nature of their loss.

The experience of pregnancy loss is poorly understood due to the silence surrounding it. It varies from person to person, but it can be an incredibly painful event that has a lasting physical and emotional impact on those experiencing it and their families, no matter the nature of the loss or when it happens.

This policy and guidance set out the support that is available and advice that may be useful, should it be needed. This policy is for:

- Employees who suffer a pregnancy loss, whether it happens directly to them, their partner or their baby's surrogate mother;
- Line managers of employees or colleagues of employees who are experiencing or have experienced such losses.

Employees who require support under this policy may find it helpful to have an initial discussion with their Talent Team who can help update the individual's line manager and ensure the appropriate support is provided.

CONTENT/TRIGGER WARNING

We appreciate that this document may be difficult or upsetting to read so please take care of yourself when reading this and be aware of the support available.

WHAT IS A PREGNANCY LOSS?

Pregnancy loss is the death of an unborn baby at any time during pregnancy. Outlined below are some of the different types of pregnancy loss that can occur. We recognise that every situation is unique.

If you are a line manager or colleague helping to support an employee who has experienced pregnancy loss you may find it useful to read the below definitions to help in your understanding of the different types of pregnancy loss.

- Miscarriage: the spontaneous loss of pregnancy during the first 24 weeks of gestation. An estimated one in four pregnancies sadly ends in miscarriage. [Learn more about miscarriage.](#)
- Stillbirth: the loss of a baby after 24 weeks, before or during birth. [Learn more about stillbirth.](#)
- Molar pregnancy (also called a hydatid form mole): a rare form of pregnancy in which a non-viable fertilised egg implants in the uterus and will fail to reach full term. Around one in six hundred pregnancies are molar pregnancy. [Learn more about molar pregnancy.](#)
- Ectopic pregnancy: a pregnancy that develops outside of the uterus, or womb (the word ectopic means 'out of place'). Around one in eighty pregnancies is ectopic and can be life threatening for some women. [Learn more about ectopic pregnancy.](#)
- Abortion: a medical or surgical procedure to end a pregnancy. [Learn more about abortion.](#)

- Neonatal loss: the loss of a baby within the first 28 days after they are born, often caused by premature births or genetic disorders. [Learn more about neonatal loss.](#)

IF THE LOSS OCCURS AT WORK

A pregnancy loss may happen in the office. The individual may not yet have told their line manager, Talent Team and/or colleagues that they are pregnant.

If an employee thinks they are experiencing a pregnancy loss they may have bleeding, severe abdominal pain, and may feel faint or collapse. They may be very distressed, panicked, embarrassed and/or frightened.

If you are with an employee who is in this situation, please ensure they are assisted immediately. The first priority is to ensure that they have very quick access to a toilet. Then you may need to help them by calling their preferred contact or colleague to assist in getting them home, to hospital or a first aid room. In severe cases, it may be necessary to call an ambulance.

If an employee is working from home and thinks they are experiencing a pregnancy loss, as the individual's line manager or colleague please ensure that they stop working immediately and have the necessary support at home to assist (or someone is called to assist them). If you are unsure what to do in this situation, please contact your Talent Team who will be able to assist and may be able to contact an individual's next of kin, if appropriate.

If a partner, relative or close friend is told of the loss while they are work, they may need to leave at short notice to provide practical and emotional support. Please ensure this is supported.

COMMUNICATING THE NEWS

Please be mindful that you will need to consider carefully how to explain the sudden absence of your colleague in order to respect their privacy, especially as they might not want others to know the details. Do not share any personal details unless permission has been given to do so. If you are unsure of what to say or how to manage the absence, please reach out to your Talent Team for guidance and assistance.

PHYSICAL AND EMOTIONAL EFFECTS OF PREGNANCY LOSS

Pregnancy loss affects people in different ways. Sometimes physical recovery can take a long time. It is often emotional and can give rise to mental health difficulties that are harder to cope with.

Everyone will experience their loss differently. It is important not to make any assumptions about how an individual will feel or how they want to be treated following the experience.

Thoughtful support and management can make a real difference to how people cope and how they feel about working and returning to work. We want people to feel comfortable communicating how they may be feeling so we can ensure the right support is provided. Information about additional support is available later in this policy.

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TIME OFF AFTER A PREGNANCY LOSS

We recognise that employees or their partners who experience a pregnancy loss will want to take some time off work to recover physically and emotionally. Some individuals will need a longer time away from work whilst others choose to return to work reasonably quickly or don't wish to take any time off.

If an employee who has experienced a pregnancy loss wishes to take some time off, they are entitled to take up to four weeks of leave on full pay after the loss. This will be recorded as compassionate leave and will not form part of their sickness absence record. You can self-certify, without the need for a fit note during this time. These four weeks should be taken within the first twelve weeks following the loss.

If a longer period off work is required, this should be discussed with your line manager or Talent Team.

PARTNER OR FAMILY MEMBER IMPACTED

You may be the partner of someone who has gone through a pregnancy loss or you may be having a child by a surrogate who experiences a pregnancy loss or you might be a close family member of someone who has experienced a pregnancy loss. We recognise that in that situation you are also likely to need time off from work.

Employees whose partner experiences a pregnancy loss or employees who are having a child by a surrogate who suffer a pregnancy loss will be able to take up to 10 days paid leave. If you are close family member of someone who has experienced a pregnancy loss and are supporting them during this time, you are entitled to 2 days of paid leave. If additional time off is required, this should be agreed with your line manager and Talent Partner. These days should be taken within the first twelve weeks following the loss.

PREGNANCY LOSS AFTER 24 WEEKS AND NEO-NATAL LOSS

If you were eligible for pregnancy/maternity leave and pay, in the event of a neo-natal loss or pregnancy loss after 24 weeks (stillbirth), you remain entitled to pregnancy/maternity leave and pregnancy/maternity pay. This is detailed in the pregnancy/maternity policy. If you were eligible for paternity/second parent leave, you would still be entitled to take the leave and

receive paternity/second parent pay following a stillbirth or neo-natal loss (including in respect of a surrogacy pregnancy loss or in adoption cases). If you have booked any shared parental leave in respect of the baby, you would be entitled to take the leave and pay that has already been agreed with us.

You may be entitled to adoption leave and pay as a result of a child being placed with you for adoption, or because you are an intended parent under a surrogacy arrangement (see the adoption leave policy). If the child has died or been stillborn, adoption leave entitlement runs for another eight weeks from the end of the week in which the child died (unless it would already have ended sooner). In the case of pregnancy loss after 24 weeks and neo-natal loss, you may also be entitled to parental bereavement leave and pay. Parental bereavement leave can be taken in addition to any relevant maternity, adoption, paternity or shared parental leave to which you are entitled.

FUTURE LEAVE

Emotional and physical recovery from a pregnancy loss does not have a time limit and employees may find they need to take sick leave, after having returned to work, which they are entitled to. Employees should not feel judged or discriminated against when requesting time off to recover from loss.

There are also additional resources available via Headline and Unum, which are referenced at the end of this policy, which may be of use to line managers and those employees going through a pregnancy loss.

LEAVE FOR MEDICAL APPOINTMENTS

Employees are entitled to paid time off to attend appointments (or to accompany their partners or surrogates), relating to pregnancy loss which includes, but is not limited to, medical examinations, scans and tests, appointments relating to abortion and mental health related appointments. We will support these appointments and time off should be discussed with your line manager.

Requests by partners for additional time off to attend appointments will be accommodated whenever possible and should be agreed with your line manager.

TALKING ABOUT PREGNANCY LOSS

At an appropriate point, either your Line Manager or a member of the Talent Team will talk to you about whether you would like to share any information about your loss with colleagues or the reason for your absence. We understand that you may not wish to share this information and these wishes will be respected. Any conversations that take place with your line manager or a member of the Talent Team will be confidential.

FACILITATING RETURN TO WORK

Returning to work after a pregnancy loss can be overwhelming and daunting. Your line manager and Talent Team will be on hand to discuss with you any specific needs that you have, communication about your absence and support that you may need on your return. This support may include a temporary workplace adjustment for example - a phased return to work for an agreed period of time, working from home or preferring to sit in a different part of the office.

CONFIDENTIALITY

We would always encourage any employee impacted by a pregnancy loss to discuss this with their line manager or Talent Team so that they can provide you with any support that you need. However, this policy does not create any obligation on you to share details or information about your pregnancy loss and experience.

ADDITIONAL SUPPORT AVAILABLE

The following resources are available to offer support and help to all employees experiencing or impacted by pregnancy loss. Your Talent Team will also provide any support that you may need.

Employee Assistance Programme

Confidential employee support helpline

Phone: 0800 048 2702

Website: <https://unumuk.lifeworks.com/life/employee-assistance>

User ID: unum

Password: lifeworks

HEADLINE RESOURCES

There are a number of resources available under our Headline initiative to support your Mental Health & Wellbeing. Details can be found [here](#).

EXTERNAL SUPPORT

Miscarriage Association

www.miscarriageassociation.org.uk

01924200799

The Miscarriage Association offers support and information to anyone affected by the loss of a baby in pregnancy. They do not provide counselling themselves but provide information on counselling services that are available.

Ectopic Pregnancy Trust

www.ectopic.org.uk

020 7733 2653

The organisation provides information and support for ectopic pregnancy

Maternity Action

www.maternityaction.org.uk

The organisation provides Information on rights and benefits around pregnancy, pregnancy loss and maternity

Sands

www.sands.org.uk

0808 164 3332

helpline@sands.org.uk

This organisation can offer support and information if your baby dies during pregnancy or after birth.

Tommy's

www.Tommys.org

Tommy's is a charity that funds research into pregnancy problems but also provides information for parents-to-be

Petals

www.Petalscharity.org

Petals is an organisation providing specialist counselling services after a pregnancy loss.

Arc

www.arc-uk.org

Arc is a national charity offering parents support during antenatal screening and following a termination.

AbortionTalk

www.Abortiontalk.com

AbortionTalk is a new charity offering the opportunity to talk about abortion in a nonjudgemental and supportive environment.

Working families

www.workingfamilies.org.uk

0300 012 0312

advice@workingfamilies.org.uk

Working Families provides advice for working families via website and helpline.

Mind

www.mind.org.uk

Mind provides information on mental health support.

10

PARENTAL BEREAVEMENT LEAVE POLICY



10. PARENTAL BEREAVEMENT LEAVE POLICY

AIMS AND OBJECTIVES OF THIS POLICY

Losing a child is an extraordinarily painful and life changing event. We want to ensure that we support all employees who suffer the devastating loss of a child in the best way that we can.

This policy and guidance set out the support that is available and advice that may be useful, should it be needed. This policy is for:

- employees who suffer parental bereavement; and
- line managers of employees or colleagues of employees who are experiencing or have experienced such losses.

Employees who require support under this policy may find it helpful to have an initial discussion with their Talent Team who can help update the individual's line manager and ensure the appropriate support is provided.

ENTITLEMENT

You are entitled to parental bereavement leave (PBL) if your child or a child in your care has died or been stillborn after 24 weeks of pregnancy. If you suffer a pregnancy loss in the first 24 weeks of pregnancy, support and entitlement is set out in our Pregnancy Loss Policy.

This entitlement to PBL covers a wide range of family including parents, foster parents, adopting parents, intended parents under a surrogacy arrangement and those who look after a child in their own home.

LEAVE

The starting point for parental bereavement leave is four weeks, which can be taken in a consecutive block of four weeks or blocks of separate weeks. It can be taken at any time during the first 56 weeks after the child's death.

Everyone's circumstances are different and taking steps forward after a bereavement does not have a time limit. We understand that four weeks may not be sufficient time for you to feel ready to return to work. Employees should not feel judged when requesting additional time off to recover from loss. Further compassionate leave may be available under our Compassionate Leave Policy. Once we are aware of the news, we will look into the best ways that we can support you and this will include discussing your need for additional time off, as appropriate, with your line manager.

Parental bereavement leave will be recorded as compassionate leave and will not form part of your sickness absence record. You can self-certify, without the need for a fit note during this time.

CLOSE FAMILY MEMBERS OF THOSE WHO SUFFER PARENTAL BEREAVEMENT

If you are close family member of someone who has experienced a parental bereavement and are supporting them during this time, you are entitled to 2 days of paid leave. If additional time off is required, this should be agreed with your line manager and Talent Partner. These days should be taken within the first twelve weeks following the loss.

PARENTAL BEREAVEMENT PAY

All employees are entitled to full pay during parental bereavement leave. This includes any statutory bereavement pay that may be payable.

NOTICE OF LEAVE

In the first seven weeks after your child has died, there is no need to give advance notice to take parental bereavement leave. Please notify your manager as soon as you can on the day you want your leave to start. We understand that sometimes this may not be possible. In which case, let us know as soon as you can. We are also happy for someone to contact us on your behalf if necessary.

If you need to cancel any planned parental bereavement leave in the first seven weeks, you can tell us at any time before the leave starts. You cannot cancel leave once it has started.

If you want to take parental bereavement leave more than seven weeks after the child has died, please give your manager at least a week's notice. Parental bereavement leave can be cancelled with a week's notice, and can be re-booked by giving a week's notice.

FACILITATING RETURN TO WORK

Returning to work after a bereavement can be overwhelming and daunting.

Your line manager and Talent Team will be on hand to discuss with you any specific needs that you have, communication about your absence and support that you may need on your return. This support may include a temporary workplace adjustment for example - a phased return to work for an agreed period of time, working from home or preferring to sit in a different part of the office.

CONFIDENTIALITY

We would always encourage any employee impacted by a bereavement to discuss this with their line manager or Talent Team so that they can provide you with any support that you need. However, this policy does not create any obligation on you to share details or information about your loss and experience.

OTHER TYPES OF FAMILY LEAVE

As well as the Compassionate Leave Policy, referred to above, parents may also be entitled to pregnancy/maternity, adoption, shared parental or paternity/second parent leave.

Entitlement to pregnancy/maternity leave and pregnancy/maternity pay will not be affected if your child has died or been stillborn. You will be able to take parental bereavement leave in addition to pregnancy/maternity leave. Please see our pregnancy/maternity leave policy for full details of your entitlement.

If a child was due to be placed with you for adoption, or because you were an intended parent under a surrogacy arrangement, you may still be entitled to adoption leave and pay. Please see our Adoption Leave Policy for full details of any entitlement. If the child has died or been stillborn, adoption leave entitlement runs for another eight weeks from the end of the week in which the child died (unless it would already have ended sooner). You will be able to take parental bereavement leave in addition to adoption leave.

If you have not yet taken paternity/second parent leave in respect of a child who dies, you may be able to take paternity/second parent leave in addition to parental bereavement leave. Please see our paternity/second parent leave policy for full details of your entitlement.

ADDITIONAL SUPPORT AVAILABLE

The following resources are available to offer support and help to all employees experiencing or impacted by the loss of a child. Your Talent Team will also provide any support that you may need.

Employee Assistance Programme

Confidential employee support helpline

Phone: 0800 048 2702

Website: <https://unumuk.lifeworks.com/life/employee-assistance>

User ID: unum

Password: lifeworks

HEADLINE RESOURCES

There are a number of resources available under our Headline initiative to support your Mental Health & Wellbeing. Details can be found [here](#).

EXTERNAL SUPPORT

Child Bereavement UK (CBUK)

www.childbereavementuk.org

Provides support for families when a baby or child has died or is dying and offers support for children faced with bereavement.

The Compassionate Friends

www.tcf.org.uk

An organisation of bereaved parents, siblings and grandparents that offer support to others after the death of a child or children.

Lullaby Trust

www.lullabytrust.org.uk

Offers support and advice for parents whose baby dies suddenly and advice on safer sleep.

Samaritans

Telephone: 116 123 for free.

www.samaritans.org

Offers confidential support that is available 24 hours a day to people who need to talk.

Winston's Wish

www.winstonswish.org.uk

Offer support to bereaved children, their families, and professionals.

Mind

www.mind.org.uk

Mind provides information on mental health support.



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