

A photograph of two women in an office setting. One woman with dark hair, wearing a light-colored blazer, is leaning over the shoulder of another woman with blonde hair, who is sitting and smiling at a computer monitor. The background shows a window with a view of a building.

NODE4

FAMILY FRIENDLY POLICY HANDBOOK

NODE4 Group

Version 1:1

July 2023

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WELCOME TO THE NODE4 FAMILY...

At Node4, we believe that family is a core value worth cherishing and supporting. Family, friendship, and caring for others are an integral part of who we are as individuals, and we are committed to fostering an inclusive and supportive work environment that recognises and respects the needs of all employees and all families, whatever form they take.

This handbook provides a guide to our key family-friendly policies, helping you and your manager to find the right balance between your personal and professional commitments; ensuring you feel supported and empowered in your roles both in and outside of work and delivering a good experience for you and your family, while we all continue to deliver exceptional service to our clients.

This booklet supersedes any similar policies that have been issued to you previously, either separately or as part of other employee handbooks, so we'd encourage you to familiarise yourself with the contents and let us know if you have any questions.

We continually strive to enhance and adapt our policies as the needs of our business and our colleagues evolve. We encourage open communication, collaboration, and feedback, so please let us know if you have any ideas or suggestions for improvement or if there are ways in which our policies could better meet the needs of you and your family circumstances.

It's important that we work together to develop and improve employee experience so that our approach and the support and benefits we offer are as helpful and meaningful as possible. If you would be interested in sharing your ideas or contributing to the ongoing development of our policies, please contact me. Don't forget, you can also have your say in our regular Pulse Surveys!

Thank you for choosing to be part of our Node4 family. Together we can create a workplace where family and career thrive; together we can deliver change that matters.

WHAT'S NEW...

We have updated our policies to provide a consistent approach across the entire Node4 family, consolidating the best of our existing practices and entitlements across the different business units and with the aim of making things clearer and more concise.

We are also introducing new policies to provide more inclusive support to you and your family. Where some entitlements are expected to become a legislative requirement in future years, we've decided to implement them ahead of time (though of course they may be subject to some change as statutory requirements come into place). The first of these is our new **Fertility Treatment Policy** which we hope supports members of our Node4 family who have a less straightforward journey to parenthood.

We are also pleased to launch our new **Work from Anywhere Policy** which provides locational flexibility overseas – especially helpful for anyone who has family outside the UK and would like to visit them whilst continuing to work.

OUR APPROACH

We trust you to balance the needs of your role with your other commitments in a way that works for you, whilst still delivering exceptional service to your colleagues and our clients.

There are times where it's difficult to juggle different priorities, whether because of things going on at work or at home. Whilst not every situation your face will fit neatly into a specific policy, these policies are designed to make sure you're aware of the things you're entitled to, provide you with some reassurance and to help your manager or People team contact to provide the right support and guidance through various life events, wherever you work across the Node4 family.

For the most part, we offer leave and pay arrangements over and above what is set out in the standard statutory leave and pay provisions – we still need to set out the qualifying criteria for statutory pay so that this can be claimed from the government in the normal way – if this leaves you in any way unsure what you're eligible for please just ask, we appreciate it can be a bit confusing!

If you work in one of our overseas locations, some of the legal provisions for leave and pay may be different, but the key principles of appropriate leave and support

through life events and challenges remains an important and consistent message.

YOUR RESPONSIBILITIES

Familiarise yourself with the policies as and when they are relevant to you, keep your manager informed of any situations where you need time away or other support and submit documentation for different leave types where this is a statutory requirement.

PEOPLE MANAGER RESPONSIBILITIES

To manage the operational impact of any periods of time away or flexibility in working arrangements, communicate with you regularly to make sure you are supported and have all the information you need, record any absences or changes to employment with the People team, seeking advice where situations or more complex.

SCOPE OF THE POLICIES IN THIS BOOKLET

ALL employees Node4 Group

If you work in one of our overseas locations, some of the legal provisions for leave and pay may be different, in accordance with your contract, but the key principles of appropriate leave and support through life events and challenges remains an important and consistent message.

Policies do not formally apply to Contractors or Self-Employed Consultants

VERSION CONTROL AND OWNERSHIP

Version No.	Date	What Changed	Changed by
1:1	June 2023	Updated or refreshed all policies to apply across N4 Group	S Thorne



NODE4

COMPASSIONATE LEAVE POLICY

NODE4

Policy Reference COMP/L-N4G-1.1 Version Date June 2023

INTRODUCTION

At Node4, we are with you through the good times, the bad times, and the really difficult times. This policy sets out the provisions that apply if you need to take time away from work to deal with something that isn't covered by one of our many other policies.

If you are a parent grieving the loss of a child, you should also look to the Parental Bereavement Policy which has special provisions.

If you are grieving the loss of a family member, you should look to our Bereavement Policy, although the provisions are similar.

Regardless of how long you've been with us, there will be times when you need to prioritise yourself, or your family and take time away from work to deal with something. Don't forget to reach out for any further support you might need, including all the resources we have in place around mental health and wellbeing.

Whatever the situation, your manager will want to be as supportive and as flexible as possible.

We would encourage you to be as open as possible, with your manager or a member of the People Team so we can find the right solutions together and ensure you don't face difficulties alone.

"IN A NUTSHELL"

This document sets out the provisions that apply if you are going through something difficult in your personal life and need to take time away to deal with things. Ultimately, please just know that your colleagues are here for you; take whatever time you need away from work to deal with things, and we will do everything we can to support you.

THE DETAILS

Your entitlements and responsibilities

You can take up to 5 days leave in a 12-month period as Compassionate Leave – this type of leave usually (but not always) relates to a situation with a close relative.

For this purpose 'close relative' is generally defined as a spouse or partner, child,

stepchild, grandchild, parent, stepparent, parent in law, grandparent, brother or sister, stepbrother or stepsister or brother or sister in law.

Leave may be taken as a single unit of 5 days or as separate days.

Compassionate Leave & Pay

You will receive basic pay for any period of Compassionate Leave, up to a total of 5 days in any 12-month period, with consideration given to other family leave taken, the circumstances and operational requirements in agreeing appropriate paid time off.

Contact during Compassionate Leave

We will keep in contact with you during your leave, to check on your wellbeing but also respecting your need for time and space to deal with things.

Procedures for requesting leave and claiming pay

We understand that due to the nature of the circumstances giving rise to Compassionate Leave, you may not be able to give us advance notice of any leave, so just let us know as soon as you can, confirming the following information:

- The date on which your leave is to begin
- How many days leave you are requesting

You don't have to do this in writing, but it would be helpful to have you or your manager email hr@node4.co.uk to record this or enter in the HR system.

Leave may start on any day of the week.

RELEVANT FLEXIBLE BENEFITS

Please refer to your company benefits portal or the People Team for more information on benefits that may be relevant to you during this time.

SCOPE OF THE POLICY

All Node4 Group Employees including those currently, or previously employed into individual business units including TNP, Tisski and risual.

Excludes contractors and self-employed consultants.

VERSION CONTROL AND OWNERSHIP

Version No.	Date	What Changed	Changed by
1.1	June 2023	New policy to apply across N4 Group	S.Thorne



NODE4

FAMILY BEREAVEMENT POLICY

NODE4

Policy Reference FAM/BL-N4G-1.1 Version Date June 2023

INTRODUCTION

At Node4, we are with you through the good times, the bad times, and the unimaginably difficult times. This policy sets out the provisions that apply if you have suffered the loss of a family member.

If you are a parent grieving the loss of a child, you should also look to the Parental Bereavement Policy which has special provisions.

Regardless of how long you've been with us, we would expect you to prioritise your family during this time, take whatever time you need away from work and reach out for any further support you might need, not forgetting all the resources we have in place around mental health and wellbeing, as you start to come to terms with your loss.

Your manager will want to be as supportive and as flexible as possible, and it's important you take your time away when it's of most value to you and your family.

Everyone's circumstances are different; bereavement and grief are deeply personal with different cultural considerations according to your background or religion. We would encourage you to be as open as possible, with your manager or a member of the People Team about how you are doing and what you need so we can find the right solutions together and ensure you don't face this difficult situation alone.

"IN A NUTSHELL"

This document sets out the provisions that apply if you suffer the loss of a family member. Generally we provide up to 5 days paid leave, but ultimately, please just know that your colleagues are here for you; take whatever time you need away from work to deal with things, and we will do everything we can to support you through this difficult time.

THE DETAILS

Your entitlements and responsibilities

You can take up to 5 days leave in a 12-month period as a consequence of the loss of a close relative.

For this purpose 'close relative' is generally defined as a spouse or partner, child,

stepchild, grandchild, parent, stepparent, parent-in-law, grandparent, brother or sister, stepbrother or stepsister or brother or sister in law.

Leave may be taken as a single unit of 5 days or as separate days – perhaps a couple of days initially and then a further few days around the time of the funeral, or whatever works best for you and your family.

Bereavement Leave Pay

You will receive basic pay for any period of Bereavement Leave, up to a total of 5 days in any 12-month period.

Contact during Bereavement Leave

We will keep in contact with you during your leave, to check on your wellbeing but also respecting your need for time and space to grieve.

Procedures for requesting leave and claiming pay

We understand that due to the nature of the circumstances giving rise to Bereavement Leave, you may not be able to give us advance notice of any leave, so just let us know as soon as you can, confirming the following information:

- The date of the family members death
- The date on which your leave is to begin
- Whether you intend to take this in one block or in two separate periods.

You don't have to do this in writing, but it would be helpful to have you or your manager email hr@node4.co.uk to record this or enter in the HR system.

Leave may start on any day of the week on or following the date of the death of your family member.

RELEVANT FLEXIBLE BENEFITS

Please refer to your company benefits portal or the People Team for more information on benefits that may be relevant to you during this time.

SCOPE OF THE POLICY

All Node4 Group Employees including those currently, or previously employed into individual business units including TNP, Tiscki and risual.

Excludes contractors and self-employed consultants.

VERSION CONTROL AND OWNERSHIP

Version No.	Date	What Changed	Changed by
1.1	June 2023	New policy to apply across N4 Group	S.Thorne



NODE4

FERTILITY TREATMENT POLICY

NODE4 GROUP

Policy Reference FTP-N4G-1.1 Version Date June 2023

Policy Reference P&P-FTP – March 2023 PROPOSAL ONLY

INTRODUCTION

Not everyone has a straightforward route to parenthood. If you are considering going through Fertility Treatment or are part way through that process already, we hope that the support we outline below provides you with a level of reassurance as you navigate that process and all it involves. Not everyone will understand what you are going through, but we are ready to listen, understand and support you as much as possible. If you think we have missed anything in the sections below, based on your experience, please let us know.

“IN A NUTSHELL”

We expect legislation to catch up soon around Fertility Treatment, but in the meantime, we are providing paid time off for employees who are going through Fertility Treatment or for employees to accompany their partner to attend key Fertility Treatment appointments. We also want to develop our understanding of what further support you may need so if it's not included here, please ask.

TIME OFF FOR FERTILITY TREATMENT

This policy sets out the time off that we grant to any employees who are undergoing fertility treatment.

Under this policy, fertility treatment includes:

- any form of assisted reproduction carried out by a registered medical practitioner or registered nurse (for example in vitro fertilisation (IVF), intrauterine insemination (IUI) and intracytoplasmic sperm injection (ICSI));
- any treatment carried out by a registered medical practitioner or registered nurse for the purpose of preserving fertility (for example freezing eggs, sperm, embryos or reproductive tissue); and
- any medical examination or treatment in connection with the treatment mentioned above (for example blood tests, ultrasound scans, egg collection, sperm collection, embryo transfer).

We are committed to providing an environment where you feel supported. We recognise the physical and emotional stress that having fertility treatment can have on employees and are genuinely committed to providing support where we can.

If you are receiving fertility treatment, we will grant you paid leave to attend up to six appointments in any 12-month period.

You will qualify for time off under this policy if you have been continuously employed for at least 26 weeks.

To make a request for time off to attend a fertility treatment appointment, you should contact your line manager and give as much notice as possible of when you need the time off and, wherever possible, arrange your appointments outside your core hours/as near to the start or end of the working day as possible.

However, we understand that you may need to take time off at short notice to attend your appointments. We also understand that the amount of time that you may need off for each appointment will depend on the nature of the appointment and the type of treatment that you are receiving and therefore we need to remain flexible.

We may ask you to provide proof of the date and time of your appointment.

If you need additional time off to attend any further appointments, this will be treated in the same way as other medical appointments. You may take the time off as annual leave, unpaid leave or, in some cases, we may agree a flexible working arrangement so that you can make up lost time by working additional hours at another time.

ACCOMPANY A PERSON RECEIVING FERTILITY TREATMENT

If you have a qualifying relationship as set out below with a person receiving fertility treatment, we will grant you paid time off to accompany that person at up to four appointments.

This could be you if you are the spouse or civil partner of the person receiving fertility treatment, or you could be living with the person receiving fertility treatment in an enduring family relationship (as long as they are not your parent, grandparent, sister, brother, aunt or uncle). In addition, you will be eligible for the time off if you are the parent of any child born as a result of the treatment, or you expect to become the legal parent of any child which may be born as a result of the treatment under a surrogacy arrangement.

The fertility treatment appointment must be made on the advice of a registered medical practitioner or registered nurse.

To make a request for time off to accompany someone to a fertility treatment appointment, you should contact your line manager. You may be asked for proof of the date and time of the appointment.

You should give your line manager as much notice as possible of when you need the time off and, wherever possible, ensure that any appointments are arranged outside your core hours/as near to the start or end of the working day.

However, we understand that you may need to take time off at short notice. We also understand that the amount of time that you may need off for each appointment will depend on the nature of the appointment and the type of treatment that the person that you are accompanying is receiving and therefore we need to remain flexible.

REQUESTING SUPPORT

We understand that working while undergoing fertility treatment can be incredibly challenging. If you are finding it difficult to cope at work while you are undergoing fertility treatment, you are encouraged to speak to your line manager. If for any reason you are unable to approach your line manager, you can speak to the People Team.

We urge you to be as open as possible about any particular issues that you are experiencing or adjustments that you need to ensure that you are provided with the right level of support while you are receiving treatment.

Any health-related information disclosed by you during discussions with your line manager or the People Team will be treated sensitively and in strict confidence.

OTHER SUPPORT YOU MAY NEED

Working flexibly on a temporary basis

We recognise that for individuals receiving fertility treatment, the option to work flexibly on a temporary (rather than permanent) basis may be appropriate. For example, this could include working from home, hybrid working or changing your start and finish times. This is not a definitive list.

If you feel that you would benefit from a temporary change to your working arrangement on an ad hoc basis because you are undergoing fertility treatment, you should discuss and agree these with line manager.

We will try to facilitate temporary flexible working arrangements wherever this is possible and will continue to review these to ensure that they meet your needs.

Quiet place to work

If you need a quiet space to take private calls or a place to take medication during working hours, you should speak to your line manager who will try their best to accommodate this.

Access to a fridge

Where a fridge is available in one of our offices you can use this to store your medication. Please make sure that you use clearly labelled containers – you don't have to use your name if you don't want to – just “medication – please do not remove” will do nicely, just so that anyone clearing out the fridge knows to leave those items in situ.

Sickness

We understand that there may be times while undergoing fertility treatment when you may be unwell. There is no expectation on you to work if you are unwell because of side effects related to your fertility treatment.

Unless otherwise set out in your contract, if you are sick and unable to work, you should follow the procedure set out in our Sickness Absence Policy.

You do not have to disclose that your absence relates to fertility treatment if you wish to keep this private, you can just report the symptoms you are experiencing e.g., stomach pains, headache. However, we want you to feel that you can be open about the reason for your leave and how the treatment is affecting you.

Implantation and pregnancy

From the point of implantation of a fertilised ova, or ovum, an employee is considered pregnant and has a statutory right to paid time off for antenatal appointments. For further information, please refer to our Maternity & Adoption Leave Policy.

Employee assistance programme

Help and support is also available through our employee assistance programme (EAP). You can use our EAP to speak to an independent adviser on a confidential basis for emotional support or any issue that is troubling you. To access the EAP website, go to [Benefits Portal – Employee Assistance Programme \(mybenefitsworld.co.uk\)](https://mybenefitsworld.co.uk)

Useful links to external support

There are various organisations that provide help and support to those who are undergoing fertility treatment, including:

- [Fertility Network UK](#), which provides a wide range of resources for those affected by infertility.
- [British Infertility Counselling Association](#), which provides information about specialist fertility counsellors; and
- [Fertility Friends Support Forum](#), which is a forum community dedicated to infertility and fertility support.

Useful contacts

The People Team can be contacted confidentially at hr@node4.co.uk

OTHER RESOURCES/RELEVANT FLEXIBLE BENEFITS

Useful resources, benefits or training may be available on the benefits portal

VERSION CONTROL AND OWNERSHIP

Version No.	Date	What Changed	Changed by
V1.1	June 2023	New Policy in anticipation of legislative changes	Sam Thorne, Head of People



NODE4

FLEXIBLE WORKING POLICY

NODE4

Policy Reference FLEX-N4G-1.1 Version Date June 2023

INTRODUCTION

At Node4, we understand the importance of a good work life balance. Depending on your role and your personal circumstances, this might mean reducing your working hours, working from home, or changing your working patterns.

We operate a hybrid working model, so depending on your role, you can work either in the office or at home and, of course, you are trusted to work the hours required to do your role effectively, whilst balancing your commitments at home. Equally, some of you will have shifts or out of hours work to deliver which mean flexibility may need to be managed differently.

This policy outlines the details for making a formal flexible working request, but often it's possible to agree flexible working informally with your manager, especially where it doesn't require a change to your contract.

“IN A NUTSHELL”

If you need a greater degree of flexibility or more structured and ongoing variation in your working arrangements, then a formal flexible working request under the current legislation might be what you need. Many of the principles below would also apply to an informal request.

THE DETAILS

Eligibility for flexible working

You are eligible to make a flexible working request from day one of employment, normally just two requests within any 12-month period are permitted.

How to apply

Think carefully about your desired working pattern and how this will work for you and for the business.

Apply in writing to your line manager setting out the following:

- set out the date of the application, the change to working conditions you are seeking and when you'd like the change to come in to effect
- Explain what effect, if any, you think the proposed change would have on the business and how any such effect might be dealt with
- State that you're making a statutory request and whether a previous application has been made, and if so when it was made
- The reasons for your request

How your application will be considered

Your line manager will either approve the request straightaway or will arrange to meet with you to discuss. The proposed change will be considered in terms of any financial or operational impact, including impact on colleagues, and any other practical consideration. Any meeting provides an opportunity to discuss in more details and work through any potential issues.

If we approve the request, it means a permanent change to your terms and conditions which might include a reduction in salary and associated benefits. You can contact payrollinfo@node4.co.uk if you'd like an illustration of what a change would mean for your net pay before committing to a change.

Our response to your request

We must respond to your request within two months. In doing so, we will make every effort to accommodate your request and will only refuse or seek a compromise where it is reasonable to do so. The following are reasons why we might need to refuse a request:

- The burden of additional costs
- Detrimental effect on ability to deliver service to clients
- Inability to reorganise work with existing employees
- Inability to recruit additional employees to cover
- Detrimental impact on quality
- Detrimental impact on performance
- Insufficiency of work during the desired working times
- Planned business changes

Sometimes, we will need further time to consider an application or put temporary arrangements in place before we can come to a permanent arrangement.

Appealing if your application is refused

If you wish to appeal against a decision, you must submit your request in writing, not later than the 5th working day after you've been notified of the decision.

Appeals must be considered and decided on within a period of two months from the first receipt. You will be informed of the date and time of the subsequent appeal, If you can't attend on that day you should inform the person named on the invitation. You can be accompanied by a work colleague.

After the appeal meeting, we will write to notify you of the decision reached.

RELEVANT FLEXIBLE BENEFITS

Please refer to your company benefits portal or the People Team for more information on benefits that may be relevant to work life balance and wellbeing.

SCOPE OF THE POLICY

All Node4 Group Employees including those currently, or previously employed into individual business units including TNP, Tisiski and risual.

Excludes contractors and self-employed consultants.

VERSION CONTROL AND OWNERSHIP

Version No.	Date	What Changed	Changed by
1.1	June 2023	New Statutory requirements July 2023	S.Thorne

structure and services,
all delivered with



NODE4

HYBRID WORKING POLICY

NODE4

Policy Reference N4GROUP/HR/WFAPOLICY: Version 1:1 JUNE 2023

INTRODUCTION

We want to support you to do your best work by providing the flexibility you need, maximising your enjoyment of and performance at work, with a good work/life balance or blend. New technologies have made it possible for us to work remotely, working from a variety of locations whilst keeping contact with colleagues and delivering a seamless client experience.

WHAT DO WE MEAN BY HYBRID WORKING

This policy provides you with the opportunity to agree with your manager where you work from. Although some roles will need to be 100% office based in most cases, a combination of home and office working is the best approach.

OUR APPROACH

- All decisions regarding hybrid working will be based on providing the best outcomes and services to our clients and the wider business.
- If you have an office-based contract, you'll normally be in an office for at least 50% of your working week, on average.
- The Hybrid Working Policy will not be suitable for all roles and responsibilities within the business.
- Plans to work flexibly are normally informal and subject to continuous review in the interests of employees and the business.

WORKING ARRANGEMENTS FOR OFFICES

Desk booking is no longer a requirement, but we operate a hot-desking policy. At the end of each day please ensure you leave desks clean and tidy. Your laptop and other equipment and any personal items should not be left on any of the hot desks overnight. You can request access to a lockable cupboard/locker at the end of the day if you do need to leave equipment on site where available/applicable.

WORKING ARRANGEMENTS AT HOME

You will be expected to work your normal hours while working from home, unless you've agreed some flexibility with your manager.

As you'd expect, you'll make use of tools such as shared calendars, out of office messaging and Webex to communicate working hours. To help overall wellbeing please make sure you still take adequate rest breaks. As a general guide:

- Take 30-60 minutes off for lunch each day and try to get away from your desk!

- Even when busy, it is essential to find the time to take a break, if you can't do it in one go, take lots of smaller breaks
- You should ensure the time between stopping work one day and beginning the next is not less than 11 hours

ABSENCE/SICKNESS WHILST WORKING REMOTELY

Please make sure you still report any illness as normal. This is important from a reporting and pay perspective, but also so we have a clear and accurate picture of your wellbeing, in case any support is needed.

EQUIPMENT WHILST WORKING REMOTELY

If you are choosing to work from home then equipment will not be provided, other than your standard kit e.g. laptop and headset. Additional equipment is available in our offices for when you'd rather work with additional screens for example.

HEALTH AND SAFETY

If you need advice about the suitability of your remote working set-up then please contact a member of the Facilities Management Team, recognising that if you have an office based contract, it will be your responsibility to supply any additional equipment that may be recommended.

You should take responsibility for your safety and the safety of other in your household, in particularly you must:

Keep your work area clean and tidy, avoiding trip/slip hazards

Undertake a DSE self-assessment of your workstation and implement any changes to ensure it is suitable for regular use

You must notify your manager if:

- You feel any discomfort due to working remotely (such as back pain) or
- You believe there are any work-related health and safety hazards
- Any work-related accidents that occur in your home

Your line manager will escalate the matter if required and will discuss with Facilities Management if appropriate. If you are unable to provide a safe working space then you may be required to work from the office.

DATA PROTECTION AND INFORMATION SECURITY

When working remotely, you are still responsible for keeping information associated with Node4 secure at all times.

- Practice good computer security, including using a unique password for your work laptop and any other devices you use for work – further information can be found in the Compliance and Electronic Communications Policy
- Keep your and others data secure and make sure personal data is stored, shared and used lawfully
- Keep hard copies of work-related documents secure, including keeping documents locked away at all times except when in use
- Ensure that work related information is safeguarded when working in public spaces, for example, by positioning your laptop so that others cannot see the screen, not leaving your laptop unattended and not having confidential/business-sensitive conversations in public spaces

In addition, the laptop and other equipment provided by us must be used for work-related purposes only and must not be used by any other member of your household or third party at any time for any purpose.

SCOPE OF THE POLICY

All Node4 group employees working within Node4, TNP, Risual and Tiscki
Some of the principles in this policy will also apply to UK based contractors and consultants.

VERSION CONTROL AND OWNERSHIP

Version No.	Date	What Changed	Changed by
1:1	May 2023	New Policy	S Thorne



NODE4

MATERNITY & ADOPTION POLICY

Support – Leave – Returning to Work

NODE4

Policy Reference MAT-N4G-1.1 Version Date June 2023

INTRODUCTION

This policy covers your statutory rights and responsibilities for pregnancy, the birth of a child (or children) or the adoption of a child. It sets out all the arrangements and notification requirements for before, during and after your period of Maternity or Adoption Leave, your entitlements to pay and your rights around returning to work.

You might also need to refer to our **Shared Parental Leave policy** if you intend to share entitlements with your partner – their employee will also be able to advise on this aspect.

The provisions of this new policy are applicable for anyone that has not yet commenced their maternity leave on 1 June 2023.

YOUR ENTITLEMENTS

Time off for antenatal care

If you are pregnant, you have the right to take reasonable time off work, with pay, during your working hours to receive antenatal care. This applies regardless of long you've worked with us. This includes relaxation and/or parent craft classes when this has been recommended on medical grounds by your registered medical practitioner or registered midwife.

We do as you to give us reasonable notice when requesting time off for scheduled antenatal appointments.

Time off for adoption appointments

If you are planning to adopt a child, you are entitled to time off to attend adoption appointments – this means the appointments that take place after you've been notified that a child is to be placed with you for adoption or for fostering for adoption placement and before the placement occurs.

The amount of time off (and entitlement to pay) normally depends on whether you have elected to be the main adopter or are the partner of the main adopter:

- If you are the main adopter, you are entitled to time off to attend adoption appointments on up to five occasions, for up to a full working day on full pay.
- If you are the partner of the main adopter, you are entitled to time off to attend up to two adoption appointments, for a full day but time off is

unpaid – additional time can be taken as annual leave if needed for further appointments.

Maternity or Adoption Leave and Pay

If you are pregnant or you have recently given birth, you are entitled to Maternity Leave.

If you adopt a child, either you or your partner will be entitled to Adoption Leave. Adoption leave can be taken by either partner adopting a child jointly, regardless of your gender. To obtain the benefit of these rights, you must comply with the qualifying conditions that are outlined below.

Where you meet the eligibility criteria, you are entitled to 52 weeks' Maternity or Adoption Leave, to care for your baby or a newly adopted child who is up to 18 years of age.

Maternity and Adoption Leave is made up of 26 weeks' Ordinary Leave, followed by 26 weeks' Additional Leave.

Additional Maternity Leave (AML) or Additional Adoption Leave (AAL) follows immediately after the end of your Ordinary Leave. There can be no gap between the two types of leave.

New mothers and adoptive parents have the right to transfer all, or part, of their AML or AAL entitlement to the other parent or to share Parental Leave. Further details can be found in the Paternity Leave policy and the Shared Parental Leave policy.

Compulsory Maternity Leave

When you give birth, you are legally compelled to take a minimum of two weeks' Maternity Leave immediately after giving birth.

Benefits during Maternity or Adoption Leave

During Maternity or Adoption Leave, you are entitled to receive all your normal contractual benefits, including annual holiday entitlement, except for your normal pay.

Statutory Maternity and Adoption Pay (SMP/SAP)

SMP and SAP is payable for up to 39 weeks.

The first six weeks of SMP is payable at the higher rate, which is the equivalent of 90% of your normal earnings.

For SMP your normal earnings are calculated based on the eight-week period before the Qualifying Week, i.e.

the 15th week before your expected week of childbirth. For SAP your normal earnings are calculated over the eight-week period ending with the week in which you are notified of having been matched with the child for adoption.

The remaining 33 weeks of are payable at a standard rate for the relevant tax year and can change each year.

If your earnings are below the standard rate set by the Government, you will be paid at the equivalent of 90% of your average earnings in the eight-week period before the Qualifying Week or the date the child is matched.

If you do not qualify for SMP or SAP, you may be entitled to claim for an allowance of financial support by contacting your local benefits office.

Qualifying for SMP and SAP

To qualify for SMP or SAP you must:

- have average weekly earnings equal to or above the Lower Earnings Limit for National Insurance purposes during the eight-week period up to and including the Qualifying Week or the date you are matched with a child
- have been continuously employed for at least 26 weeks, ending with the 15th week before your expected week of childbirth (the 'Qualifying Week') or the date you are informed by the approved adoption agency, or the central authority, that you have been matched with a child
- (if you are pregnant) still, be pregnant at the 11th week before your expected week of childbirth or have had the child by that time
 - give the Company at least 28 days' notice (or, if that is not possible, as much notice as is reasonably practicable) of the day you would like your SMP or SAP to start,
 - provide the Company with the appropriate medical certification of your expected week of childbirth,
 - normally using the medical certificate MAT B1, or provide a written declaration that you have chosen to receive SAP rather than Statutory Paternity Pay

Enhanced Maternity and Adoption Pay

If you have six months continuous service prior to the end of the Qualifying Week, you will be entitled to enhanced Maternity or Adoption Pay follows.

The first 16 weeks will be payable at your normal earnings, inclusive of any entitlement to SMP or SAP. For Maternity Pay, your normal earnings are calculated based on the eight-week period before the Qualifying Week, i.e., the 15th week before your expected week of childbirth. For Adoption Pay, your normal earnings are calculated over the eight-week period ending with the week in which you are notified of having been matched with the child for adoption.

The remaining 36 weeks will be paid at half of your normal earnings inclusive of any remaining entitlement to SSP or SAP.

Returning to work after Maternity or Adoption Leave

You do not need to give notice of your return to work if you simply return at the end of your Maternity or Adoption Leave period.

If you wish to return to work before the full entitlement of your Maternity or Adoption Leave has ended or change your mind about the intended date of return to work, you must give the Company a minimum of eight weeks' notice of the intended date of your return.

If you fail to give the required eight weeks' notice of an earlier date of return, we may need to postpone your return until the end of the eight weeks' notice you should have given, or until the end of the Maternity or Adoption Leave period, whichever is earlier.

You are entitled to return to your original job at the end of Ordinary Maternity or Adoption Leave. Where you take Additional Maternity or Adoption Leave, you are also entitled to return to your original job at the end of the Additional Leave, however, if this is not reasonably practicable, you will be offered a similar role on no less favourable terms and conditions.

You will not lose the right to return to work if you do not follow the correct notification procedures. However, we may need to follow a formal process if you fail to return to work at the end of the Maternity or Adoption Leave period without contacting us.

If you are unable to return to work at the end of the Maternity or Adoption Leave due to ill health, our normal sickness absence rules, procedures, and payments will apply.

Holiday entitlement and Maternity or Adoption Leave

Annual holiday entitlement will continue to accrue during the whole of your Maternity or Adoption Leave. You should discuss and agree with your manager, in advance, when your accrued holiday entitlement can be taken. You might agree to take this before returning to work or to use in support of a phased return to work.

Contact during Maternity or Adoption Leave

We will make reasonable contact with you during your Maternity or Adoption Leave and of course you can keep in contact with us as often as you'd like.

Keeping in Touch (KIT) Days

During your Maternity or Adoption Leave, you may work up to 10 days without losing your right to your Maternity or Adoption Leave pay.

Any days worked will be paid at your normal rate of pay minus anything you're already receiving for Maternity or Adoption pay.

YOUR RESPONSIBILITIES

Notification Procedures for Maternity Leave & Pay

If you are pregnant and give birth to a child, you are entitled to take Maternity Leave. To be eligible, you must comply with the rules and procedures set out below in order to qualify for leave and pay.

- no later than the end of the 15th week before the week your child is due; you must provide notice of;
- The fact that you are pregnant and the date on which you intend to start your Maternity Leave
- the expected week of childbirth, which must be confirmed by providing the medical certificate MAT B1
- Within 28 calendar days of you giving notice, the Company will respond in writing, to confirm the date on
- which your Maternity Leave will end. This will normally be 52 weeks from the start of your Maternity Leave
- the earliest you may start your Maternity Leave is 11 weeks before your expected week of childbirth. However, Maternity Leave will start automatically if you give birth before this date

Your Maternity Leave will automatically start if you are absent from work for a pregnancy-related illness during the four weeks before your expected week of childbirth.

Changing the start of your Maternity Leave

You may change your mind about when you want to start your Maternity Leave if you notify us in writing of your new start date. You must give the Company the relevant notice by whichever date is the earlier of the following notice periods:

- 28 days before the date on which you originally intended to start your leave

Or

- 28 days before the new date on which you want to start your leave

Notification Procedures for Adoption Leave & Pay

If you adopt a child, you are entitled to Adoption Leave. This right applies to both men and women.

The partner of an individual who adopts, or the other partner of a couple adopting a child jointly, may also be entitled to Paternity Leave and Statutory Paternity Pay.

If you are part of a couple that adopts a child, you can choose which partner will take Adoption Leave and which will take Paternity Leave. Either partner can choose the type of leave that applies to them.

To qualify for Adoption Leave, you must:

- be newly matched with a child for adoption by an approved adoption agency (This includes
- placement of a child with local authority foster parents who are prospective adopters under the fostering for adoption scheme)
- have notified the agency that you agree that the child should be placed with you and have agreed on the date of placement
- notify the Company of when you want to take Adoption Leave no more than seven calendar days after being notified that you have been matched with a child
- in the cases of surrogacy adoption leave, be in receipt of, or in the process of applying for, a parental order

You should also provide the matching certificate from the approved adoption agency as evidence of your entitlement to Adoption Leave. Only one period of Adoption Leave will be available, irrespective of whether you have more than one child placed with you for adoption as part of the same arrangement.

Within 28 calendar days of you giving notice, the Company will respond in writing to you, confirming the date when your Adoption Leave will end. This will normally be 52 weeks from the start of the Adoption Leave.

You may choose to start your Adoption Leave either from;

- the date of the child's placement
- Or
- a fixed date, which can be up to 14 calendar days before the expected date of the child's placement

Changing the Start of your Adoption Leave

You may change your mind about when you want to start Adoption Leave, as long as you notify the Company, in writing, of your new start date. You must give the Company the relevant notice by whichever date is the earlier

of the following notice periods;

- 28 days before the date you originally intended to start your leave or
- 28 days before the new date you want to start your leave

Overseas Adoption

If you are adopting a child from overseas, you must have received official notification that the adoption has been approved by the central authority and give the Company notice, in writing, at each of the three notification stages.

The Company will require copies of official notification as evidence of the child arriving in the UK and to support your request to take Adoption Leave.

The procedures for overseas adoption are determined by the central authority and are thorough. In the first instance, you should discuss your intention to take Adoption Leave within 28 days of the date on which you received the official notification.

RELEVANT FLEXIBLE BENEFITS

Please refer to your company benefits portal or the People Team for more information on benefits your may want to consider during your maternity leave.

SCOPE OF THE POLICY

All Node4 Group Employees including those currently, or previously employed into individual business units including TNP, Tiski and risual.

Excludes contractors and self-employed consultants.

VERSION CONTROL AND OWNERSHIP

Version No.	Date	What Changed	Changed by
1.1	June 2023	Improved entitlement to Enhanced Maternity Pay applicable at group level.	S.Thorne



NODE4

PARENTAL BEREAVEMENT POLICY

NODE4

Policy Reference PAR/BL-N4G-1.1 Version Date June 2023

INTRODUCTION

At Node4, we are with you through the good times, the bad times, and the unimaginably difficult times. This policy sets out the statutory provisions that apply if you have suffered the loss of a child, with some qualifying limits referred to throughout, but please be reassured that, regardless of how long you've been with us, we would expect you to prioritise your family during this time, take whatever time you need away from work and reach out for any further support you might need, not forgetting all the resources we have in place around mental health and wellbeing, as you start to come to terms with your loss. As always if you have any questions about how to deal with the impact of this on your work and family life, please talk to a member of the people team or your manager and we'll do everything we can to help you.

"IN A NUTSHELL"

This document sets out some statutory rights that apply if you suffer the loss of a child – we need to reference the statutory provision, but we will provide paid time off to anyone who finds themselves in this situation – ultimately, please just know that your colleagues are here for you; take whatever time you need away from work to deal with things, and we will do everything we can to support you through this difficult time.

THE DETAILS

Your entitlements and responsibilities

You can take up to two weeks' Parental Bereavement Leave in the 56 weeks following the death of a child aged under 18 of which you are a parent or partner of the parent.

Leave may be taken as a single unit of two weeks or as two units of one week.

In order to qualify for Statutory Parental Bereavement Leave you must

- Be a parent of the child or be the partner of the parent. Parent is defined widely and includes adoptive parents and kinship carers
- Confirm the requested leave is parental bereavement leave

Statutory Parental Bereavement Leave Pay

Please note that we will pay any Parental Bereavement Pay at full pay, but for information, the normal statutory provision is set out below –

Statutory Parental Bereavement Leave Pay is paid at a statutory rate (currently £172.48 per week) or 90% of weekly earnings, whichever is the lower amount.

To qualify for Statutory Parental Bereavement Leave, Pay you must:

- Have worked for us for 26 weeks up to the end of the week prior to the child's death (the 'relevant' week)
- Have average weekly earnings equal to or above the lower earnings limit⁷ for national insurance purposes over the eight-week period leading up to the end of the relevant week.

You are entitled to your normal terms and conditions of employment, with the exception of pay, during your period of Parental Bereavement Leave.

You are entitled to return to the same job following your Parental Bereavement Leave.

If your Parental Bereavement Leave immediately follows a period of Maternity Leave, Shared Parental Leave or Parental Leave of more than four consecutive weeks you are also entitled to return to your original job at the end of the Parental Bereavement Leave period. However, if this is not reasonably practicable, you may be offered a similar role on no less favourable terms and conditions.

Contact during Parental Bereavement Leave

We will keep in contact with you during your leave, to check on your wellbeing but also respecting your need for time and space to grieve.

Procedures for requesting leave and claiming pay

We understand that due to the nature of the circumstances giving rise to Parental Bereavement Leave, you may not be able to give us advance notice of any leave, so just let us know as soon as you can, confirming the following information:

- The date of the child's death
- The date on which your leave is to begin
- Whether you intend to take one or two weeks leave

You don't have to do this in writing.

Leave may start on any day of the week on or following the child's death. Your leave must be completed within 56 weeks of the death of the child.

Returning to work after your Parental Bereavement Leave

You are normally entitled to return to work following Parental Bereavement Leave to the same position you hold before commencing your leave. Your terms of

employment will continue to be the same as they would have been had you not been on Parental Bereavement Leave.

Please let us know if there is anything else you need to support you in your return to work.

If you need more time off, or time off at a later date as you continue to deal with things, you might want to use annual leave or if you are suffering physical or mental illness as a result of your ongoing grief, sickness absence may be the most appropriate option for you.

RELEVANT FLEXIBLE BENEFITS

Please refer to your company benefits portal or the People Team for more information on benefits that may be relevant to family life.

SCOPE OF THE POLICY

All Node4 Group Employees including those currently, or previously employed into individual business units including TNP, Tisiski and risual.

Excludes contractors and self-employed consultants.

VERSION CONTROL AND OWNERSHIP

Version No.	Date	What Changed	Changed by
1.1	June 2023	n/a Statutory Entitlement applies across group	S.Thorne



NODE4

PARENTAL LEAVE POLICY

**Also called: Ordinary Parental Leave or Unpaid
Parental Leave**

NODE4

Policy Reference PAR/LEAVE-N4G-1.1 Version Date June 2023

INTRODUCTION

At Node4, we understand the importance of supporting families during all stages of parenthood. Our Parental Leave Policy is designed to provide parents with the opportunity to take additional unpaid leave from work to care for their children.

“IN A NUTSHELL”

All parents have the right to unpaid time off work when they need to look after their children. This is called ‘ordinary parental leave’ or unpaid parental leave. Before you take unpaid leave, you and your manager should check that there isn’t a form of paid leave you can take such as Maternity, Paternity, Shared Parental Leave or where it’s only a day you need, perhaps Compassionate or Special Urgent Domestic Leave

THE DETAILS

To be eligible for Parental Leave

To be eligible for parental leave you must be an employee, but we waive the 1 years’ service requirement if you meet the other criteria, in that you have parental responsibility for the child – this normally means you were named on their birth certificate, adoption certificate, parental order or a legal guardianship. Step-parents can also have parental responsibility though where it’s agreed between all parents and if someone is separated from the other parent or does not live with their child, they do still have the right to parental leave if they have parental responsibility.

Taking Parental Leave

You might take parental leave to be with your child for all sorts of reasons e.g.

- Provide care when usual arrangements are disrupted and this is known about in advance
- spend more time with them
- look after them during school holidays
- Care for them when they’re sick

Each parent can take up to 18 weeks of parental leave for each child until each child is 18 years old. If you take it, it must be in blocks of weeks and a maximum of 4 weeks per year for each child.

Notice for Parental Leave

You must give us;

- 21 days' notice before the date you want to start a block of parental leave
- The exact dates you plan to start and finish the block of parental leave

When we can change the dates of parental leave

We cannot refuse or completely cancel parental leave, but there may be times where we need to postpone it, if it's going to cause problems at work, for example if there's an important deadline.

We can postpone it for up to 6 months after the date you originally asked for, as long as you can still take it before your child's 18th birthday.

If we need to postpone parental leave, we will write to the employee within 7 days of your request to:

- explain why the leave needs to be postponed.
- give other suitable dates

We cannot postpone parental leave if you're adding this on to a period of Paternity Leave.

Taking less than a week off to look after a child?

If you need a day or two to look after their child in an emergency or unexpected event you can agree with your manager to take paid time off under our Urgent Special Urgent Domestic Leave Policy.

Adding Parental Leave to Paternity Leave

If you are entitled to take paternity leave, you can add unpaid parental leave to it.

This allows more time off work for you to care for your partner and new child. You can do this if you and your partner are:

- having a baby
- adopting a child
- having a child through surrogacy

We cannot postpone the dates of parental leave if their employee is taking it straight after a birth or adoption. The employee can take paternity leave after it.

Employees can also take parental leave any time after paternity leave. But the employer would be able to postpone it if it would cause problems at work.

RELEVANT FLEXIBLE BENEFITS

Please refer to your company benefits portal or the People Team for more information on benefits that may be relevant to parents and families.

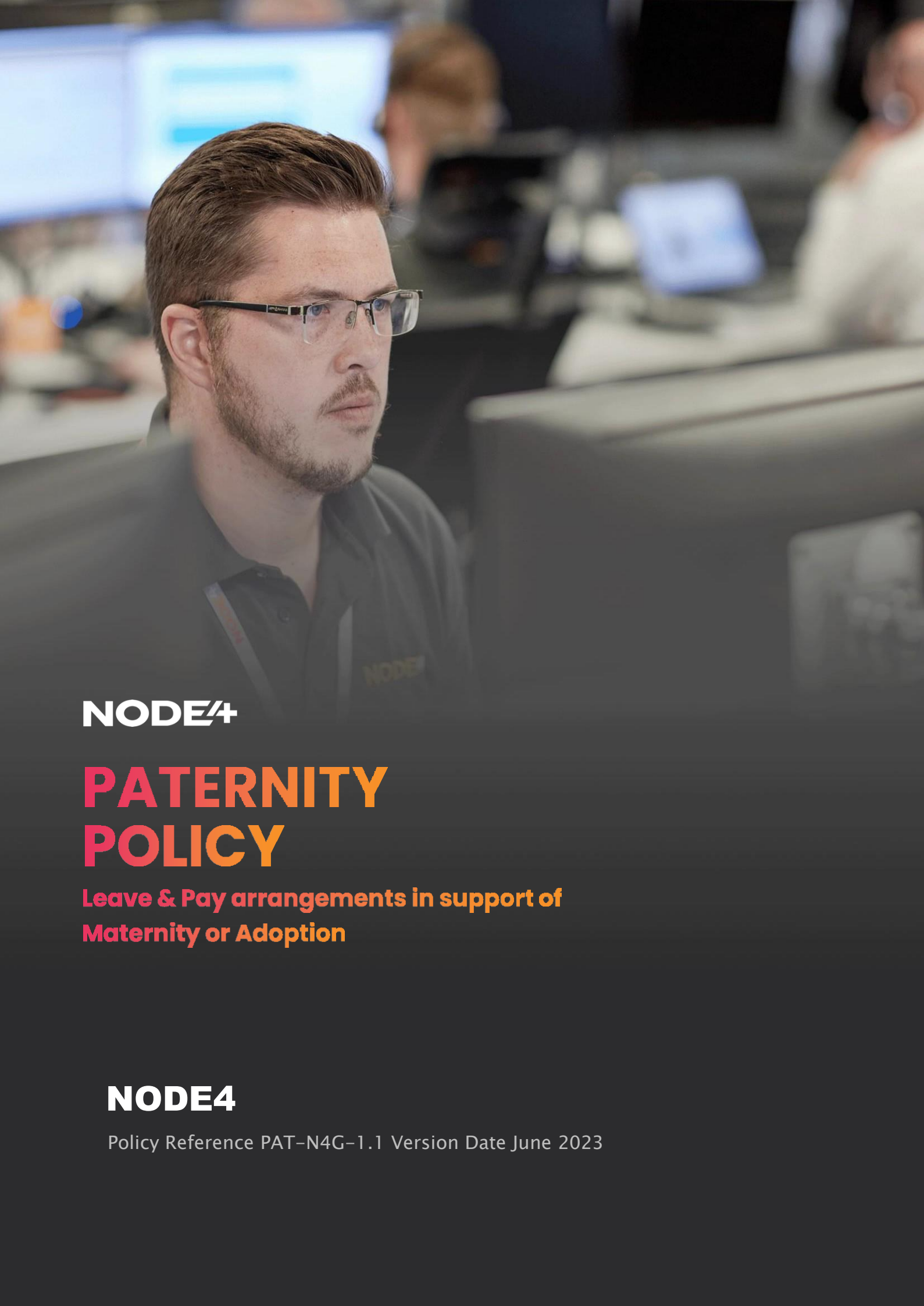
SCOPE OF THE POLICY

All Node4 Group Employees including those currently, or previously employed into individual business units including TNP, Tiski and risual.

Excludes contractors and self-employed consultants.

VERSION CONTROL AND OWNERSHIP

Version No.	Date	What Changed	Changed by
1.1	June 2023	Aligned entitlement to full pay for Paternity Leave from day one of employment for all employees	S.Thorne



NODE4

PATERNITY POLICY

**Leave & Pay arrangements in support of
Maternity or Adoption**

NODE4

Policy Reference PAT-N4G-1.1 Version Date June 2023

INTRODUCTION

At Node4, we understand the importance of supporting families during the early stages of parenthood. Our Paternity Policy is designed to provide fathers and non-birthing partners the opportunity to be actively involved in the care and nurturing of their newborn child or newly adopted child.

“IN A NUTSHELL”

If you are otherwise eligible for Paternity Leave under the normal rules, we will waive any requirement regarding length of service and provide up to two weeks Paternity Leave on normal pay. This is inclusive of any entitlement to statutory pay where you are eligible for this – we must include all the eligibility criteria below so that statutory pay can be claimed where it applies! We will give you a reasonable amount of paid time off to attend antenatal appointments too.

THE DETAILS

Accompanying a pregnant woman to antenatal appointments

You have a statutory right to take unpaid time off during working hours to accompany a pregnant person to antenatal appointments where you meet one or more of the following conditions:

Are the pregnant person’s spouse or civil partner

- Where you live the person in an enduring family relationship
- Where you are the expected child’s parent or to be treated as such under assisted reproductive provisions or
- Are the potential applicant for a parental order under surrogacy laws

Statutory entitlement to time off is limited to no more than two occasions lasting no more than 6.5 hours.

Qualifying for Statutory Paternity Leave & Pay

To qualify for Paternity Leave & Pay you must meet the following conditions:

- Have worked for the business for 26 weeks leading into the 15th week before the child is due, or by the week in which an approved adoption agency matches you with the child (the notification week) – **however we waive this requirement for the purposes of contractual Paternity Leave and Pay.**
- Be the biological parent of the child or the partner, or have, or expect to have responsibility for the child’s upbringing.

- Confirm the requested leave is intended for the purpose of caring for the child, or to support the child's mother or adoptive parent in caring for the child.

Eligible employees are entitled to work up to two weeks paid Paternity Leave. Paternity leave should be taken in units of either one whole week or two consecutive whole weeks. Leave may start on any day of the week, on or following the child's birth, but must be completed:

- Within 56 calendar days of the actual date of birth of the child, or
- If the child is born early, within the period from the actual date of birth up to 56 calendar days after the expected week of birth.

Paternity Leave for Adoption

You can take Paternity Leave in relation to the birth or adoption of a child. If you are the partner of a person who adopts, or you are the other member of a couple who is adopting jointly, you may be entitled to Paternity Leave.

If you have adopted the child, you can choose who will take the Adoption Leave and who will take the Paternity Leave. Only one period of Maternity or Adoption Leave and one period of Paternity Leave may be taken between the couple even if your partner works for a different company.

Further details of Adoption Leave entitlement are set out in the Maternity and Adoption Policy.

Statutory Paternity Pay

Eligible employees are entitled to be paid during their Paternity Leave following the birth or placement of their child, to care for the child or support its mother or adoptive parent.

During Paternity Leave, most employees will be entitled to Statutory Paternity Pay (SPP), which will be the same as the standard rate of Statutory Maternity Pay (SMP).

In order to qualify for SPP you must:

- meet the Paternity Leave qualifying conditions mentioned above and
- have average weekly earnings equal to or above the Lower Earnings Limit for National Insurance purposes over the eight-week period leading up to and including, the 15th week before the child is due or, in adoption cases, the Notification Week

Enhanced Paternity Pay

From day one of your employment, we will provide full pay for up to two weeks Paternity Leave (inclusive of any entitlement to Statutory Paternity Pay).

Requesting Paternity Leave

If you wish to take Paternity Leave you must notify the Company by the 15th week before the expected week of childbirth, stating the week the child is due, or the date of being matched with a child, whether you wish to take one week's or two weeks' continuous leave; and the date you want the leave to start.

Even though we are paying you in full, for us to be able to pay you Paternity Pay you will need to complete an online form at [Paternity pay and leave: How to claim – GOV.UK \(www.gov.uk\)](https://www.gov.uk/paternity-pay-leave) and download or print it and sent it to the People Team.

Paternity Leave is paid at the current statutory rate (£172.48* per week or 90% of your average earnings (whichever is lower)

*as at June 2023.

Requesting additional leave

If you need to take more time off than your two weeks paternity leave you can do this by using holiday, taking unpaid **Parental Leave**, or by taking **Shared Parental Leave**.

RELEVANT FLEXIBLE BENEFITS

Please refer to your company benefits portal or the People Team for more information on benefits you may want to consider during your paternity leave.

SCOPE OF THE POLICY

All Node4 Group Employees including those currently, or previously employed into individual business units including TNP, Tisaki and risual.

Excludes contractors and self-employed consultants.

VERSION CONTROL AND OWNERSHIP

Version No.	Date	What Changed	Changed by
1.1	June 2023	Aligned entitlement to full pay for Paternity Leave from day one of employment for all employees	S.Thorne



NODE4

SHARED PARENTAL LEAVE POLICY

NODE4

Policy Reference ShPL-N4G-1.1 Version Date June 2023

INTRODUCTION

At Node4 we want to make sure you're aware of all provisions that will help you play an active role in your family life, and that you know you have our support in taking advantage of opportunities to spend time at home together, especially when a new child arrives.

This policy outlines your statutory right to take Shared Parental Leave (SPL) to care for a child following its birth or placement for adoption. It also outlines notification requirements before a period of SPL and entitlement to pay during SPL.

"IN A NUTSHELL"

Shared Parental Leave (SPL) means that if you have parental responsibility for a newborn baby or newly adopted child, you can share up to 52 weeks' leave with your partner, alongside or following their period of Maternity or Adoption Leave. You can take this in separate blocks, returning to work between blocks and both parents can even be on leave at the same time. You'll receive pay at the appropriate statutory rates as set out below.

THE DETAILS

Your entitlements and responsibilities

Qualifying for Shared Parental Leave

To be entitled to SPL you must:

- be the mother, father, or main adopter of the child, or the partner of the mother or main adopter (each will be referred to in this policy as a parent)
- have (or share with the other parent) the main responsibility for the care of the child
- have at least 26 weeks' continuous service at the 15th week before the expected week of birth or at the week in which the main adopter was notified of having been matched for adoption with the child (known as the 'relevant week')
- still be in continuous employment until the week before any SPL is taken.

In addition, the other parent must:

- have at least 26 weeks' employment (employed or self-employed) out of the 66 weeks prior to the relevant week
- have average weekly earnings of at least £30 during at least 13 of the 66 weeks prior to the relevant week If the other parent meets those conditions, but does not qualify for SPL, you may be entitled to the whole SPL period.

You must also follow the statutory notification and information requirements detailed in this policy.

Amount and timing of Shared Parental Leave

SPL must be taken in weekly blocks and within a one-year period beginning with the date of the baby's birth or the child's placement for adoption.

The maximum of 52 weeks' SPL will be reduced by the number of weeks' maternity or adoption leave that has already been taken by the mother or main adopter (or the number of weeks' Statutory Maternity/Adoption Pay, or maternity allowance already taken if the mother or main adopter is not entitled to Statutory Maternity/Adoption Leave).

After the birth of a child, it is compulsory for the mother to take two weeks' maternity leave (four weeks for new mothers who work in a factory), so in most cases working parents will have the opportunity to split 50 weeks of SPL.

SPL is in addition to the statutory right to two weeks' paternity leave for fathers and partners. If you wish to take paternity leave you must do so before you take any SPL.

Benefits during Shared Parental Leave

During SPL, you are entitled to receive all your normal contractual benefits, including annual holiday entitlement, except for your normal pay.

Shared Parental Pay

In addition to the requirements regarding entitlement to leave outlined above, if you wish to claim Shared Parental Pay (ShPP) you must have average weekly earnings equal to or above the Lower Earnings Limit over the eight-week period ending with the relevant week.

A maximum of 39 weeks' ShPP is payable, and this will be reduced by the number of weeks' Statutory Maternity/Adoption Pay or maternity allowance already taken by the mother or main adopter. ShPP is a standard weekly rate (or 90% of your normal weekly earnings if this is lower) which is set by government each tax year.

You must follow the statutory notification and information requirements detailed below.

Holiday entitlement and Shared Parental Leave

Annual holiday entitlement will continue to accrue during the whole of your SPL. You must discuss and agree with your manager when your accrued holiday entitlement can be taken.

Holiday entitlement cannot be taken simultaneously with SPL. Accrued holiday can only be taken either before the beginning of the leave, after the end of the leave or in between blocks of leave. Authorisation must be obtained in the normal way prior to your accrued holiday being taken.

Contact during Shared Parental Leave

We will make reasonable contact with you during your SPL. In addition, you may work for up to 20 days without bringing the SPL to an end but work during SPL will not have the effect of extending your SPL period.

These days are referred to as **Shared Parental Leave in Touch (SPLIT) days**. If you do work, you will be paid your normal rate of pay inclusive of any ShPP entitlement. You are under no obligation to work during SPL, and we are under no obligation to offer work.

The 20 SPLIT days available during SPL are in addition to the 10 "Keeping in touch" days available during Maternity and Adoption Leave.

Procedures for requesting leave and claiming pay

Where possible, you should have an informal discussion prior to employees giving formal notification of intention to take SPL so that statutory entitlements to other types of leave and pay can be discussed, and to ensure that plans for any discontinuous periods of leave can be considered as early as possible.

Notice of entitlement and intention to take SPL and ShPP

You must notify us in writing at least eight weeks before the start date of the first period of SPL. The written notice must contain the following information:

- your name and the other parent's name
- the start and end dates of the mother's or main adopter's maternity/adoption leave (or the start and end dates of the statutory maternity/adoption pay or maternity allowance period if the mother/main adopter is not entitled to statutory leave)

- the expected date of birth/placement and the actual date of birth/placement if the written notice is given after the birth/placement
- the amount of SPL and ShPP available and an indication of how much each parent intends to take (this may be varied by a subsequent written notice signed by both parents)
- an indication of the start and end dates of the periods of SPL and ShPP that you intend to take. This indication is not binding and can be amended at a later date
- a signed declaration that you meet the conditions for entitlement to SPL, that the information provided is accurate and that you will notify the Company immediately if you cease to meet the conditions for entitlement
- a signed declaration from the other parent containing:
 - their name, address and National Insurance number
 - confirmation that they meet the employment and earnings conditions
 - confirmation that, at the time of the birth, they will share the main responsibility for the care of the child
 - their consent to the amount of leave the employee intends to take
 - confirmation that they will immediately inform you if they cease to satisfy the employment and earnings conditions

Notice of curtailment of Statutory Maternity/Adoption Leave and payments

When a notice of entitlement and intention to take SPL is submitted, the mother/main adopter must also provide a leave and pay curtailment notice giving 8 weeks' notice of the date on which Maternity/Adoption Leave and Pay is to end (or the date on which Maternity/Adoption Pay is to end if they are not entitled to Maternity/Adoption Leave).

If the mother is only entitled to maternity allowance (and not Maternity Leave) her notice of curtailment must be submitted to Jobcentre Plus. Her maternity allowance cannot be reinstated, so she is in effect giving consent for her partner to take the whole of any ShPP entitlement.

A notice of curtailment is usually binding, but may be revoked in the following circumstances:

- if it becomes apparent that neither parent is entitled to SPL or ShPP; or
- if the curtailment notice was given before the birth and is revoked up to six weeks following the birth (in this case another curtailment notice can be submitted); or
- if the other parent dies.

Notice to take a specific period of SPL and ShPP

The first period of SPL may be identified in the initial notice of entitlement and intention to take SPL. You are entitled to submit a maximum of three formal periods of leave notices.

Each period of leave notice must be given at least eight weeks before the start of a period of leave, stating the dates of the leave and the dates on which ShPP will be claimed, if applicable.

If the first period of leave notice is given prior to the birth of a child, the notice may express the start date in relation to the date of birth, for example 'starting two weeks after the baby is born for a period of four weeks'.

Confirmation of SPL & ShPP

If a continuous period of leave is requested in each period of leave notice, you will be entitled to take that period of leave, and this will be confirmed in writing.

If more than one period of leave is requested in a period of leave notice, we will seek to accommodate the request, but this cannot be guaranteed. Your manager will discuss the request with you to determine if it can be accommodated. If it cannot be accommodated, there may be an alternative pattern of leave which can be agreed, or the request may be refused. Our decision will be confirmed in writing.

If no agreement is reached within 14 calendar days of the period of leave notice being submitted, you can:

- take the discontinuous periods of leave requested in one continuous block, beginning on the original

start date; or

- withdraw the request within 15 calendar days of the request being submitted. If the request is withdrawn in these circumstances, it will not count as one of your three requests; or
- take the continuous block starting on a new date, as long as the new date is later than the original start date,

and you notify the Company of the new date within 19 calendar days.

Varying a period of leave

If you wish to vary your period of SPL, you are entitled to submit a request to:

- vary the start date as long as the variation is requested at least eight weeks before the original start date and the new start date; or
- vary or cancel the amount of leave requested at least eight weeks before the original start date; or
- request that a single period of leave becomes a discontinuous period of leave, or vice versa

A variation will count as one of your three periods of leave notices unless:

- it is made as a result of the child being born earlier or later than the expected week of childbirth
- we have requested the variation
- we have exceptionally agreed to accept more than three period of leave notices

The usual eight-week notice requirement may be modified if your child is born early and the new start date for the period of leave is the same length of time following the birth as in the original notice. In this case notice to vary the start date should be given as soon as reasonably practicable after the birth of the child.

Evidence requirements

We may request a copy of the child's birth certificate and the name and address of the other parent's employer.

In the case of adoption, we may request the name and address of the other parent's employer, along with evidence confirming the following:

- the name and address of the adoption agency
- the date that the main adopter was notified of having been matched for adoption with the child
- the date on which the adoption agency expects to place the child

Any such request will normally be made within 14 days of receiving your notice of entitlement and intention to take SPL and ShPP and you must respond to the request for evidence within 14 days (or within 14 days of the birth of the child if our request was made before the child was born).

If a birth certificate has not yet been issued, you must sign a declaration stating that fact along with the date and location of the child's birth. If the other parent has no employer, this must also be declared.

Returning from Shared Parental Leave

If you wish to return early from SPL, or extend the period of your SPL, you must notify us at least 8 weeks before both the original end date and the new end date.

If you return to work immediately after a period of SPL which (together with any Statutory Maternity/Adoption Leave you may have taken to care for the same child) was 26 weeks or less, you will return to work in the same job that you left.

If you return to work from a period of SPL which (together with any Maternity/Adoption Leave you may have taken to care for the same child) was more than 26 weeks, you will normally be entitled to return to the job in which you were employed before your absence. If that is not reasonably practicable, you will be offered a similar role on no less favourable terms and conditions.

You will not lose the right to return to work if you do not follow the correct notification procedures. However, we may take appropriate disciplinary action if you fail to return to work at the end of the SPL period without notifying and/or agreeing this with us.

If you are unable to return to work at the end of the SPL due to ill health, the normal sickness absence rules, procedures, and payments will apply.

RELEVANT FLEXIBLE BENEFITS

Please refer to your company benefits portal or the People Team for more information on benefits that may be relevant to you during this time.

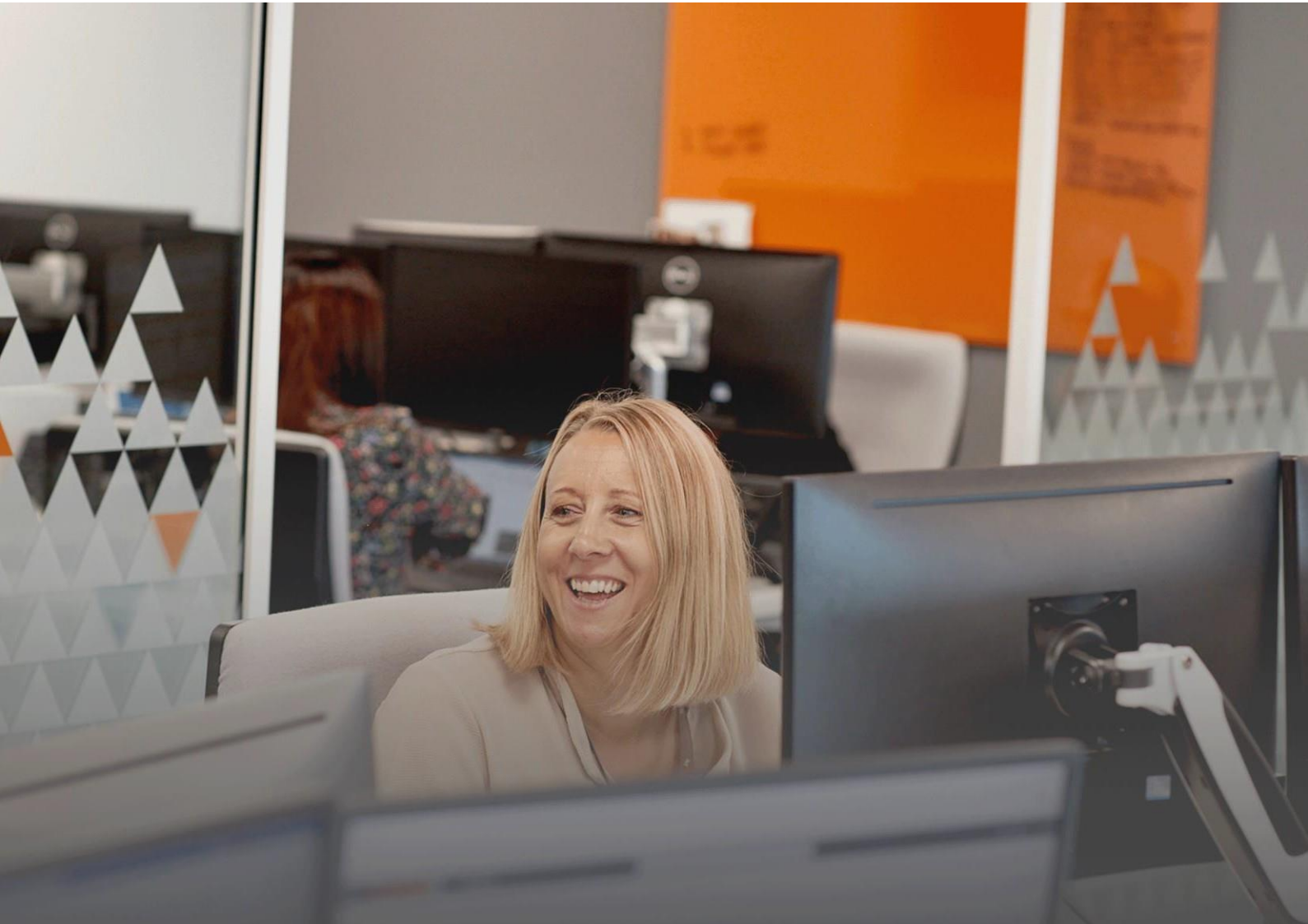
SCOPE OF THE POLICY

All Node4 Group Employees including those currently, or previously employed into individual business units including TNP, Tiscki and risual.

Excludes contractors and self-employed consultants.

VERSION CONTROL AND OWNERSHIP

Version No.	Date	What Changed	Changed by
1.1	June 2023	Existing policy refreshed and applies across N4 group	S.Thorne



NODE4

WORK FROM ANYWHERE POLICY

**Providing the flexibility for short term
international working**

NODE4

Policy Reference N4GROUP/HR/WFAPOLICY: Version 1:1 JUNE 2023

INTRODUCTION

We want to support you to do your best work by providing the flexibility you need, maximising your enjoyment of and performance at work, with a good work/life balance or blend. New technologies have made it possible for us to work remotely, working from a variety of locations whilst keeping contact with colleagues and delivering a seamless client experience.

WHAT DO WE MEAN BY 'WORK FROM ANYWHERE' (WFA)

This policy provides you with the opportunity to apply to work from a location other than your home address or office for a temporary period; this might include working somewhere outside of the UK, perhaps at the end of a period of holiday, at a second residence or when visiting family overseas.

This policy is not intended to support long term or permanent overseas working.

OUR APPROACH

- All decisions regarding working from anywhere will be based on an assessment of any risks associated with the requested work location as well as safeguarding exceptional service to our clients and colleagues across the business.
- Decisions will be made by the relevant line manager on receipt of an email request from the employee giving as much notice as possible.
- The line manager will refer to the guardrails in this policy when making their decision and seek further advice from the People, Compliance and Finance teams as appropriate.
- Normally a maximum of 2 calendar weeks will be agreed in any one WFA request.
- Requests for longer periods of WFA will be considered but may not be accommodated due to increased operational disruption, and additional immigration, tax and corporate liability considerations associated with longer periods of overseas working – either in one instance or cumulatively.
- Mobility will normally be limited to locations within the EU but requests for other locations will not be unreasonably refused.
- There are some locations that will not be supported due to various heightened risk factors in accordance with the latest FCO advice, including any country embargoed by the UK
- Any destinations outside of the EU will be subject to further approval from SecOps and Compliance due to data security considerations and

restrictions around access to client data – see DATA SECURITY AND GDPR below.

- The WFA policy will not be suitable for all roles and responsibilities within the business, but requests will not be unreasonably refused.

WORKING ARRANGEMENTS WHILST WFA

Employees must have a fixed address for the period of WFA and provide this before commencing the arrangement.

Working hours will be agreed in advance, factoring in the destination time zone but prioritising business and client demands.

It will be assumed that colleagues will work their normal working hours per day, even if these hours are worked flexibly.

Changes in availability and working hours will be communicated to line managers in the first instance and communicated to colleagues and clients as appropriate.

A stable and secure internet connection must be available at all times during working hours and will be provided, at the employee's own cost.

DATA SECURITY AND GDPR

If you intend to travel to a destination outside of the EEA (EU, UK, Norway, Iceland and Liechtenstein) and work while in that location you will need to seek relevant approvals both internally and externally to ensure the security of company and client data.

On receipt of your request your line manager will contact our Security Operations team, Compliance Team (who needs to advise on client/contract information) and where appropriate to check whether working from that location can be approved. You should have a risk assessment of your work area completed including photos of the work area if possible. Risk Assessments will be held on record and any potential breaches must be reported through POPX as usual.

All staff will be required to demonstrate awareness of Information Security and GDPR requirements prior to leaving, this includes signing to show they have read and understood all associated policies.

If there are no barriers to working in the requested location, then some general advice will be followed to ensure data security and compliance with GDPR regulations as follows:

- When working from outside of the GDPR covered countries you should connect to a VPN to provide an additional layer of security.
- Continue to comply with our Data Security policies including not logging in to any unsecure Wi-Fi networks and avoid working in public spaces where screen contents can be viewed.
- Strictly no copying of documents, data or screenshots unless they are required for fix or investigation purposes.
- Deletion of documents, data or screenshots after the fix has been delivered or investigation complete.
- Advise the client that you are working from outside of the GDPR covered countries and ask whether they have any objection to you continuing to provide services to them during this time. If unsure how to submit this request, please discuss with the relevant account manager.

YOUR RESPONSIBILITIES

- Email your manager (cc. hr@node4.co.uk) in advance to ask for approval to WFA, giving as much notice as possible, confirming the dates, location and any due diligence checks you have performed to include:
- Check whether there are any immigration constraints or requirements associated with temporary working in the chosen destination. If you need support with this aspect, please let your People Team know.
- Ensure that you have adequate travel and medical insurance.
- Ensure your work equipment is transported safely and securely and that any damage or loss is reported immediately.
- Ideally you should have a privacy screen fitted if there is any risk your screen is visible to others.
- That you will have effective connectivity and workspace during your period of WFA.
- Proposed working hours during the WFA period.
- Mitigation for any potential disruption to BAU or Project work.
- Any significant disruption to productivity due to equipment or signal failure may result in annual leave or unpaid leave being taken until systems are restored.

OUR RESPONSIBILITIES

- Your manager will review your request and ensure this is reasonable in the context of team, business and client demands.

- Check with our SecOps and Compliance teams for any data security concerns based on the location and the work that you do.
- If access to client data is required as part of your role your manager will check with our Commercial Team for any restrictions on accessing that data from the requested location – permission may be required from the client.
- Provide you with a response to your request as soon as possible.
- Record your WFA period in the HR system to provide an audit trail from a tax compliance perspective.

SCOPE OF THE POLICY

All Node4 group employees working within Node4, TNP, Risual and Tiscki
Some of the principles in this policy will also apply to UK based contractors and consultants.

VERSION CONTROL AND OWNERSHIP

Version No.	Date	What Changed	Changed by
1:1	May 2023	New Policy	S Thorne