

Time off for Antenatal Appointments Policy

This policy applies to employees and agency workers. It does not apply to self-employed contractors.

If you are an agency worker, the rights set out in this policy only apply to you once you have worked in the same role with us for at least 12 continuous weeks (which may include more than one assignment). For these purposes we will ignore any breaks due to holiday or other leave to which you are entitled, breaks due to industrial action, breaks of up to 28 weeks in cases of sickness or jury service, and breaks of up to six weeks for any other reason. We will treat breaks due to pregnancy or childbirth up to 26 weeks after birth, and any statutory maternity, paternity or adoption leave, as time worked.

Time Off if you are Pregnant

If you are pregnant, you may take reasonable paid time off during working hours for ante-natal care. You should try to give us as much notice as possible of the appointment.

We may ask you to provide the following, unless it is the first appointment:

- A certificate from the doctor, midwife or health visitor stating that you are pregnant; and
- An appointment card.

Time off for Accompanying a Pregnant Woman

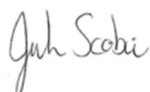
You may take time off to accompany a pregnant woman to an antenatal appointment if you have a "Qualifying Relationship" with the woman or child. This means that either:

- You are the baby's father; or
- You are the pregnant woman's spouse, civil partner or are living with her in an enduring family relationship and she is not your sister, mother, grandmother, aunt or niece
- You are one of a same sex couple who is to be treated as the child's other parent under the assisted reproduction provisions in the Human Fertilisation and Embryology Act 2008
- You are one of the intended parents in a surrogacy arrangement and expect to obtain a parental order in respect of the child

You should give us as much notice of the appointment as possible. We retain the right to refuse requests for time off where it is reasonable to do so.

You must provide us with a signed statement providing the date and time of the appointment and confirming:

- That you have a Qualifying Relationship with the woman or child;
- That the purpose of the time off is to accompany the pregnant woman to an antenatal appointment;
- That the appointment has been made on the advice of a registered medical practitioner, registered midwife or registered nurse.

A handwritten signature in black ink that reads 'Julie Scobie'.

Julie Scobie

Financial Director

2nd May 2023