

## Time off for Adoption Appointments Policy

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

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.

For the purposes of this policy an adoption appointment is an appointment made by an adoption agency relating to a child being placed for adoption or for a fostering for adoption placement.

If you are adopting a child or children on your own you will be entitled to take paid time off to attend up to five appointments.

If you are adopting a child or children with another person (joint adopters) one of you may take paid time off to attend up to five appointments. The other prospective adoptive parent may take unpaid time off to attend up to two appointments. If you are a joint adopter and elect to take paid time off you must provide a signed declaration stating that you have elected to exercise the right to take paid time off.

If you exercise the right to take paid time off to attend an adoption appointment, you cannot then go on to take paternity leave in respect of that child or children.

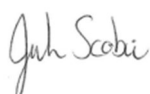
You must not take more than six and a half hours off for each appointment, including travel and waiting time, whether or not the time off is paid or unpaid.

Time off cannot be taken under this policy on or after the date on which the child is placed with you for adoption.

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 would like to take either paid time off or unpaid time off;
- That the appointment has been arranged by or at the request of the adoption agency;
- If you are a joint adopter, a signed declaration if you have elected to take paid time off.

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

Julie Scobie

Financial Director

2nd May 2023