

Shared Parental Leave (Adoption) Policy

This Company will comply with its statutory obligations in relation to Shared Parental Leave for those employees who are adopting. Further details of this can be obtained from the office.

Other Leave

The Company recognises that employees will from time to time need to attend medical, hospital, dental, optician and other similar appointments. Where possible, such appointments should be made outside normal working hours. If this is not possible, time off required for these purposes may be granted at the discretion of your immediate Manager. Appointments should be made early in the morning, at lunchtime or late in the afternoon to cause minimum disruption to the business.

However, because the Company accepts that it is not always possible or practical to arrange medical and other similar appointments outside working hours, it is the Company's policy to permit reasonable time off work for such appointments.

Provided that you give reasonable notice of the date and time of an appointment, time off with pay will normally be granted, although this is subject to the discretion of the Manager. Where, however, time off for appointments becomes frequent or regular, or starts to cause difficulties for the Company, the Manager has the discretion either to require the employee to make up for the time off by working extra time on another occasion, to use annual holiday or to grant any further time off without pay.

Where possible, you must obtain approval from your Line Manager in advance of any appointment. The Company reserves the right to ask you to reschedule an appointment if its timing would cause disruption to the business. The Company may also ask for evidence of your appointment, i.e. An appointment card.

Parental leave

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

The limit on how much parental leave each parent can take in a year is 4 weeks for each child.

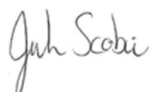
You must take parental leave as whole weeks (e.g., 1 week or 2 weeks) rather than individual days. An exception to this is that parents of children with a disability may take Parental Leave 1 day at a time. A 'week' equals the length of time an employee normally works over 7 days.

If you wish to take Parental Leave, you are required to give a minimum of 21 days' notice and your request must be made in writing.

You are entitled to Paternal Leave if all of these apply:

- You have been in the company for more than a year
- You are named on the child's birth or adoption certificate or they have or expect to have [parental responsibility](#)
- You are not self-employed or a 'worker', e.g., an agency worker or contractor
- You are not a foster parent (unless you have secured parental responsibility through the courts)
- The child is under 18

The Company has the right to postpone Parental Leave for up to 6 months if the business would be unacceptably disrupted by your absence. However, Parental Leave requested to take place immediately after the birth of a child may not be postponed provided that you have given 21 days' notice of your intention to take Parental Leave at this time.

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

Julie Scobie

Financial Director

2nd May 2023