

ICG GLOBAL CONCEPTION LEAVE AND FAMILY BUILDING POLICY

1. INTRODUCTION

1.1. Purpose

To provide a policy and associated procedures for all global employees in regard to conception leave and family building investigations, procedures and support (including treatment associated with intrauterine insemination (IUI) in vitro fertilisation (IVF), egg freezing, egg/sperm donation, surgical sperm retrieval, surrogacy, adoption investigations). This policy is for guidance purposes only and does not form part of your contract of employment. It may be amended from time to time at the Company's sole discretion.

1.2. Scope

This policy applies to all permanent and fixed term employees employed globally. It does not apply to agency workers, consultants, self-employed contractors, volunteers or interns.

2. OVERVIEW

We recognise the stresses, both physical and emotional of family building processes/investigations and the impact this may have on employees. The Policy has been prepared with those stresses in mind and to provide time off in such circumstances. It covers the following:

- Leave eligibility and length
- Responsibilities of an employee before they begin their Leave
- Terms and conditions and contact during the Leave
- Return to work arrangements after the Leave
- Financial Support
- Resources and Support

3. RELATED POLICIES AND DOCUMENTATION

- Absence policy
- Sick policy
- Pregnancy loss policy

4. POLICY DETAILS

4.1. Leave eligibility and length

Eligibility

You may be eligible for the Company's Conception Leave and Family Building policy covering both special paid leave and financial support if:

- (i) you have been employed by the Company for at least 6 months; and
- (ii) you are undergoing or have made arrangements to undergo family building treatment, being treatment associated with IUI, IVF, egg freezing, egg/sperm donation, surgical sperm retrieval, surrogacy and adoption investigations.

Length

If you meet the eligibility criteria, you are entitled to 4 weeks' special paid leave in any 12-month period to help with/give you time off for family building treatment, as listed above.

The leave entitlement will be pro-rated for part-time employees.

Such leave will be paid at your normal base salary rate. This is in addition to other leave entitlements such as primary care giver leave, secondary care giver leave, holiday, and sickness absence.

If you need more time off beyond the 4 weeks, it is encouraged that you discuss your situation with your line manager and/or HR Business Partner. Further agreed absence will be unpaid unless at any point you are signed off as unfit to work, in which case the Company's Sickness Absence Policy will apply.

4.2. Before your agreed Leave

Notifying the Company

You should inform your Manager and HR Business Partner as soon as possible, in writing, of your intention to take leave under this policy.

You will need to confirm:

- whether you wish to take the full 4 weeks leave entitlement or only take part of the 4 weeks leave entitlement e.g. 2 weeks;
- if you intend to take part of the 4 weeks leave entitlement, whether you intend or plan to take your remaining entitlement at a later date; and
- when you wish to start your leave.

You may be required to provide such evidence as is required by the Company demonstrating your eligibility for this leave under this policy. Any information you provide to us about your health will be processed in accordance with our Data Protection Policy and Employee Privacy Notice. We recognise that this data is sensitive and will handle it in a confidential manner.

Change of leave dates

You should give the Company as much notice as possible and a minimum of at least 4 weeks' notice if you wish to change the date of your leave, or if you no longer wish to take your leave.

4.3. During your leave

Terms and Conditions

You will continue to receive all contractual benefits during the period of agreed leave.

Contact during leave

The your Manager or HR Business Partner may make reasonable contact with you during the agreed leave to discuss a range of issues, including your plans for returning to work, or to inform you of organisational developments. You may also make reasonable contact with the Company.

If you experience pregnancy loss following confirmation of a pregnancy resulting from IUI or IVF, you should speak with your Manager about what support and paid leave may be available to you. You may be entitled to pregnancy loss leave under our Pregnancy Loss Policy.

4.4. Returning to work

If your return-to-work date changes from what has previously been agreed e.g. due to medical advice, you must inform your Manager and HR Business Partner immediately.

If you have exceeded your leave entitlement under this policy and require further time off, further agreed absence will be unpaid unless you are signed off as unfit to work, in which case the Company's Sickness Absence Policy will apply. You may be required to provide such evidence as is required by the Company.

If you fail to return on the expected date, unless medical certification is obtained, such failure will be treated as unauthorised absence and dealt with under the Company's Absence policy

5. FINANCIAL SUPPORT

As a goodwill gesture, the Company will provide support to help finance such family building treatments as listed above (treatment associated with IUI, IVF, egg freezing, egg/sperm donation, surgical sperm retrieval, surrogacy, adoption investigations) which are

- not already provided by ICG provided medical schemes or insurance plans
- provided by a licensed medical professional; and
- subject to the local laws of the country in which the employee is based.

The Company will contribute up to £5,000 net (or local equivalent) up to three times over a six-year period. If you were to leave the Company within 18 months of receiving the funds then you will be obliged to repay this money back to the Company in full by way of deductions from final salary payments or by way of a personal cheque.

Depending on the circumstances, a higher one-off lump sum might be arranged, up to the total limit of £15,000 within a six year period. If you were to leave the Company within 24 months of receiving these funds, you will be obliged to repay this money to the Company in full by way of deductions from final salary payments or by way of a personal cheque.

If you are embarking on a family building process/investigation and you are not sure if your particular circumstance is covered by this policy, then please speak to your HRBP or Benefits team to discuss further.

6. RESOURCES AND SUPPORT

Employee Assistance Programme (EAP)

Our ICG Employee Assistance Program (EAP) is your confidential and free support service.

This valuable benefit includes not only counselling sessions for you and your immediate family but also includes services to help you to manage many aspects of life.

For more information regarding the other healthcare provisions in place for you, go to the HR hub to view your local benefit guide or for more information contact Benefits@icgam.com.

7. RESPONSIBILITY AND OBLIGATIONS

Responsibility for the policy

The Executive Directors have overall responsibility for the effective implementation and operation of this policy. All senior Management within the Company are expected to support them in this. This policy is also supported by the Company's Diversity and Inclusion Champions Group, Wellbeing Champions and HR team.

Individual managers are responsible for ensuring that this policy is applied within their own area. Any queries on the application or interpretation of this policy must be discussed with HR prior to any action being taken.

The HR department holds responsibility for ensuring the maintenance, regular review and updating of this policy.

Revisions, amendments or alterations to the policy can only be implemented following consideration and approval by the ED, Chief People and External Affairs Officer.

Employee obligations

All employees are bound by their contract of employment and ICG Policies, including the ICG Compliance Policies and Procedures throughout the tenure of their employment up to and including their last day of service.

This includes all leaves of absence i.e. annual leave, primary care giver leave, secondary care giver leave, sick leave, sabbaticals and gardening leave.

Failure to follow ICG Policy may result in a Compliance Breach and will be recorded as a Conduct Breach in Workday.