

GLOBAL PRIMARY CARE GIVER LEAVE POLICY

1. INTRODUCTION

1.1. Purpose

To provide a policy and associated procedures for employees regarding primary care giver (**PCG**) leave.

1.2. Scope

This policy applies to all permanent and fixed-term employees employed globally only. It does not apply to agency workers, consultants, self-employed contractors, volunteers or interns. Agency workers are entitled to time off for antenatal appointments (after 12 weeks) and up to 39 weeks' statutory maternity pay.

2. POLICY STATEMENT

The following document sets out the Company's policy regarding PCG leave and entitlements for global employees and should be read in conjunction with the local PCG policy which will detail your statutory rights and obligations.

This policy is for guidance purposes only, is non-contractual and may be amended from time to time at the Company's sole discretion.

3. OVERVIEW

The Policy covers the following:

- Leave eligibility, length and pay
- Responsibilities of an employee before they begin their Leave
- Terms and conditions of Leave
- Terms of contact with Company during Leave
- Return to work arrangements after Leave
- Outline of new parent coaching services and buddy scheme for new parents

4. RELATED POLICIES AND DOCUMENTATION

- Local PCG Leave
- Shared Parental Leave policy - UK
- Pregnancy Loss policy

5. POLICY DETAILS

5.1. Leave eligibility, length and pay

Eligibility

You may be eligible for PCG Leave in cases of **birth, surrogacy or adoption**, regardless of length of service, if:

- you are the birth mother of the child; or
- you are the mother's spouse or partner¹ and you expect to have PCG responsibility for the child; or
- you are adopting and you expect to have PCG responsibility for the child; or

¹ For these purposes, a partner is defined as someone who is in an enduring family relationship with the mother of the baby but is not an immediate relative. This can include a partner in a same sex couple.

- you are having a child by way of a surrogacy arrangement and you expect to have PCG responsibility for the child.

In the spirit of this policy and our bid to embrace all family structures, if your family set-up is not covered by the above eligibility criteria then please speak to your HRBP.

Leave and Pay

You are entitled to 6 months fully paid PCG Leave commencing at the start of your Leave regardless of your length of service with the Company.

Such leave will be paid at your normal base salary rate, subject to local taxes and relevant deductions by law, and will be inclusive of any entitlement to statutory related pay. This may be paid to you during or post PCG leave depending on local laws and requirements.

You may be entitled to further leave and further statutory pay after your first 6 months – please refer to the local PCG leave policy for further details.

5.2 Before your Leave

Notifying the Company

You should inform your Manager and Human Resources Business Partner as soon as possible, in writing, of your pregnancy, planned adoption or surrogacy and your intention to take PCG Leave. In any event, please refer to your local PCG Leave policy for the notification requirements for the country in which you are based.

Antenatal Appointments

You are entitled to take reasonable time off, with pay, for your or partner's or surrogate's antenatal appointments made on medical advice. You must be prepared to show evidence of these appointments if asked and ensure that your Manager is kept informed of the times and dates of the appointments in advance.

Adoption Appointments

You are entitled to take reasonable time off, with pay, to attend adoption appointments once an adoption agency has notified you that a child is, or expected to be, placed with you for adoption. You must be prepared to show evidence of these appointments if asked and ensure that your Manager is kept informed of the times and dates of the appointments in advance.

Changing leave dates

You must give the Company at least 4 weeks' notice if you wish to change the date of your leave. If this is not possible, for example, because the baby is late or early, you should notify the Company as soon as is reasonably practicable.

5.3 During your leave

Terms and Conditions

You will continue to receive all contractual benefits during PCG Leave including pension, private medical insurance, travel insurance and holiday. Please remember that if you wish for your child/children to be registered with the Company's relevant benefits schemes, you should notifying HR as soon as possible.

Discretionary Bonus Award

You will remain eligible for an annual discretionary bonus award for the initial 6 months of PCG Leave taken. The terms and amount of which remain at the sole discretion of the Company in the usual course.

Contact during leave

Your Manager and HR Business Partner may make reasonable contact with you from time to time during PCG Leave to discuss a range of issues e.g. your plans for returning to work, or to inform you of organisational developments. Please refer to your local PCG leave policy for further details on contact with you during PCG Leave.

5.4 Returning to work

Return to Work

Please refer to your local PCG leave policy for notification requirements on returning to work after PCG Leave and your entitlements.

Shared Parental leave (SPL)

This is a legal concept applicable to employees in the UK whereby you and your spouse or partner may be eligible to share the leave and pay available in the first year. Please refer to the ICG UK Shared Parental Leave policy and do contact HR, if you wish to take up SPL.

6. RESOURCES AND SUPPORT

New Parent Coaching Services

Many of our local providers offer a range of coaching sessions for new parents. These sessions can be carried out before, during and after the leave and cover a variety of topics, such as managing work-life balance, personal and professional development and managing work relationships. If you would like to learn more about these coaching sessions, please contact the Benefits@icgam.com.

Buddy Scheme for New Parents

To help you transition into your new role as a parent, ICG has launched a Buddy programme for new parents. If you would like to participate, we will match you with another employee at ICG who is a more experienced parent, another new parent in a similar situation to you or otherwise a helpful sounding board, depending on your needs. The goal of this scheme is for the Buddy to offer informal support, advice and share their experiences and knowledge about being a working parent at ICG and any issues that may be on your mind. Please contact Human Resources for more information.

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.