

ICG GLOBAL SECONDARY CARE GIVER POLICY

1. INTRODUCTION

1.1. Purpose

To provide a policy and associated procedures for all global employees with regard to secondary care giver (SCG) leave. It is not intended to add to or detract from your statutory rights. This policy is for guidance purposes only, is non-contractual and 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 only. It does not apply to agency workers, consultants, self-employed contractors, volunteers or interns.

2. OVERVIEW

The Policy 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
- Termination
- Resources and Support

3. RELATED POLICIES AND DOCUMENTATION

- Shared parental leave policy – UK

4. POLICY DETAILS

4.1. Leave eligibility and length

Eligibility

You may be eligible for SCG Leave in cases of **birth, surrogacy or adoption**, if:

- you are the primary care giver's (PCG) spouse or partner¹ (including same sex partners); and
- you expect to have responsibility for the child; and
- you are taking SCG leave to care for the child and to support the PCG.

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.

Length

You are entitled to four weeks' paid SCG Leave. Such leave will be paid at your normal base salary rate and will be inclusive of any entitlement to statutory related pay.

¹ For these purposes, a partner is defined as someone who lives with the PCG of the baby in an enduring family relationship but is not an immediate relative.

SCG Leave should be taken in a single block of four consecutive weeks or can be taken as two blocks of two consecutive weeks as long as all four weeks are used by the time the child is 12 months old or, in cases of adoption, within 12 months of the date of the child's placement.

SCG Leave may be taken in relation to **birth or surrogacy**:

- from the actual day of the child's birth; or
- on a date falling such number of days after the date of the child's birth as you notify to the Company; or
- from a predetermined fixed date after the first day of the expected week of childbirth (**EWC**).

SCG Leave must be taken within 12 months beginning on the date of the birth or, where the child is born prematurely, within 12 months of the EWC.

When SCG Leave is taken in relation to **adoption** it can be taken:

- from the actual day of the child's placement for adoption; or
- from a chosen number of days or weeks after the date of the child's placement; or
- from a predetermined fixed date after the expected date of placement.

SCG Leave must be completed within 12 months of the date of the child's placement.

In the UK, an employee who has taken shared-parental leave in respect of a child under the UK Shared Parental Leave Policy, is not eligible to then take SCG Leave. As such, SCG Leave should be taken before an employee takes any shared-parental leave.

4.2. Before your agreed Leave

Notifying the Company

You should inform your Manager and Human Resources as soon as possible, in writing, of your intention to take SCG Leave. This notification must be given by the end of the 15th week before the EWC or, in cases of adoption, as soon as possible following you being notified of a match with a child.

In cases of **birth or surrogacy**, you will need to confirm:

- the EWC;
- whether you wish to take your full 4 weeks entitlement to SCG Leave or part of that entitlement;
- whether you wish to take one or two blocks of leave; and
- when you wish to start your SCG Leave.

And, in the case of **adoption**, advise:

- of the date the adopter was notified of having been matched with the child;
- when the child is expected to be placed;
- whether you wish to take your full 4 weeks entitlement to SCG Leave or part of that entitlement;
- whether you wish to take one or two blocks of leave; and
- when you wish your SCG Leave to start.

You may be required to provide such evidence as is required by the Company to demonstrate your eligibility to take SGC Leave.

Antenatal Appointments

You may be entitled to take reasonable time off, with pay, to accompany your partner or your surrogate to their 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 may be 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.

Change of leave dates

You must give the Company 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. If this is not possible, for example, because the baby is late or there is an unexpected change to your placement date, you should notify the Company as soon as is reasonably practicable.

4.3 During your leave

Terms and Conditions

You will continue to receive all contractual benefits during SCG 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 4 weeks of SCG Leave taken. The terms and amount of which remain at the sole discretion of the Company in the usual course.

Contact during SCG Leave

Your Manager and HR Business Partner may make reasonable contact with you from time to time during SCG Leave to discuss a range of issues, e.g. your plans for returning to work, or to inform you of organisational developments.

4.4 Returning to work

On returning to work after SCG Leave, an employee is entitled to return to the same job as they occupied before commencing the leave on the same terms and conditions of employment as if they had not been absent.

4.5 Shared Parental leave

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 shared parental leave.

Again, please note that an employee who has taken shared-parental leave in respect of a child under the UK Shared Parental Leave Policy, is not eligible to then take SCG Leave. As such, SCG Leave should be taken before an employee takes any shared-parental leave.

5. 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.

6. 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.