



ICG plc

# **Global Primary Care Giver Leave Policy**

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# 1.Introduction

## 1. INTRODUCTION

### 1.1 Purpose

To provide a policy and associated procedures for all global employees of **ICG** regarding primary care giver (**PCG**) leave (**PCG Leave**). It is not intended to add or detract from your statutory rights.

### 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 and is subject always to local legislation. It is non-contractual and may be amended from time to time at the Company's sole discretion.

# 3.Overview

The Policy covers the following:

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

## 4. Related Policies and Documentation

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

## 5. Policy Details

### 5.1 PCG 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:

1. you are the birth mother of the child; or
2. you are the mother's partner<sup>1</sup> and you expect to have PCG responsibility for the child; or
3. you are adopting and you expect to have PCG responsibility for the child; or
4. 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 Human Resources Business Partner (**HRBP**).

#### Leave and Pay

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

PCG 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 related statutory 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 six months – please refer to the local PCG leave policy for further details.

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<sup>1</sup> In this policy, a partner means a spouse, civil partner, or someone with whom you live in an enduring family relationship, but who is not your sibling, child, parent, grandparent, grandchild, aunt, uncle, niece, or nephew. This can include a partner in a same sex couple.

## **5.2 Before your Leave**

### **Notifying the Company**

You should inform your Manager and HRBP 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.

Once you have provided notification, a risk assessment will be carried out and you will be informed of any risks that have been identified, and the steps proposed to reduce or eliminate them.

### **Appointments**

Once you have informed us of you or your partner's pregnancy, planned adoption or surrogacy, you are entitled to take reasonable paid time off to attend appointments connected the pregnancy or the surrogacy (for example, ante natal appointments and parental classes) or the adoption (for example, assessment meetings with the adoption agency, meetings with social workers or meetings with the child when appropriate).

If possible, you should try to book these appointments for the start or end of the day and these should be agreed in advance with your Manager, giving them as much notice as possible. You must be prepared to show evidence of these appointments if asked by your Manager.

### **Changing PCG Leave dates**

You must give the Company at least four weeks' written notice if you wish to change the start date of your PCG 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.

### **Pregnancy-related Sickness**

Periods of pregnancy-related sickness absence shall be paid in the same manner as you would during any other sickness absence in accordance with ICG's policies on sickness absence. These periods of pregnancy-related sickness absence from the start of your pregnancy until the end of your PCG Leave will be recorded separately from other sickness records and will be disregarded in any future employment-related decisions.

However, in some cases absence for a pregnancy-related reason may automatically trigger the start of your maternity leave, depending on the proximity of the absence to the expected week of childbirth. For example, in the UK, if you are absent for a pregnancy-related reason, during the four weeks before your PCG Leave begins, your leave will usually start automatically. Please refer to your local PCG Leave policy for further details.

**Pregnancy Loss**

If you suffer a pregnancy loss, stillbirth, or neonatal death, please refer to ICG's Pregnancy Loss policy for guidance on available support and entitlements during this difficult time.

**Premature Birth**

If you, or your partner gives birth prematurely (before 37 weeks' gestation) and paid leave under the PCG or SCG policies has not yet begun, ICG will grant discretionary leave to the colleague, at full pay, for the period between the actual date of birth and the expected date of birth.

ICG supports the 'Employer with Heart' charter. Please contact your HRBP if you would like further information on ICG's commitments under the charter to support families of premature babies at work.

**Disrupted Adoption**

In cases where an adoption has been disrupted (for example, placement does not occur, a parental order is not granted or the child dies), please refer to your local PCG Leave policy for guidance on entitlement and pay in these circumstances.

**5.3 During your PCG 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 notify HR as soon as possible.

**Discretionary Bonus Award**

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

**Contact during leave**

Your Manager and HRBP 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.

In some locations, you may be able to work or attend training for a specified number of days during your maternity or adoption leave without bringing an end to your maternity or adoption leave or impacting your maternity or adoption pay. For example, in the UK, you can agree work (or attend training) for up to ten days (known as 'Keeping in Touch' (KIT) days). You will be paid at your normal rate of pay for time spent working on a keeping in touch day, which will be

inclusive of your maternity/adoption pay entitlement. KIT days are not mandatory and should be discussed and agreed with your line manager or HR in advance.

Please refer to your local PCG Leave policy or contact your HRBP for further details on contact with you during PCG Leave.

#### **5.4 Return to Work**

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

If you do not want to return to work after your PCG Leave, you should let us know as soon as possible and give us the minimum amount of notice set out in your employment contract.

#### **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 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 PCG 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 [Rewardteam@icgam.com](mailto:Rewardteam@icgam.com).

#### **Buddy Scheme for New Parents**

To help you transition into your new role as a parent, ICG has launched a Buddy Scheme 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 HR 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 garden leave.

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

## **8. Out of Scope / Exceptions**

None.

## **9. Record Keeping**

All records in relation to the Primary Care giver policy shall be treated as strictly private and confidential and will be retained for a minimum period of 7 years from the date of conclusion of the relevant case under the policy.

## **10. Governance**

These policy and procedures are owned and maintained by the HR Department and are subject to review at least annually and as when deemed necessary.





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

Version Number	Date	Author	Description of Change
1.1	January 2022	HR	Review of Policy
2.0	June 2025	HR	Review of Policy and new template