



ICG plc

# **ICG Conception Leave and Family Building Policy**

June 2025



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# 1.Introduction

## 1.1 Purpose

This policy aims to outline the support 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 sets out the time off that ICG grants to employees undergoing the above-mentioned family building procedures and explains the pay and other support they will be entitled to.

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 ICG's sole discretion.

## 1.2 Scope

This policy applies to all permanent and fixed term employees employed globally by ICG. 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. This 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; and
- Resources and Support

# 3.Related Policies and Documentation

- Absence policy
- Sickness absence policy

## 4. Policy Details

### 4.1 Leave eligibility and length

#### Eligibility

You may be eligible for leave under this policy if:

- (i) you have been employed by ICG 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. This leave may be taken in full days.

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.

### 4.2 Before your agreed Leave

If you need more time off beyond the 4 weeks provided, it is encouraged that you discuss your situation with your line manager and/or HR Business Partner. Further agreed absence will be unpaid and at ICG's discretion, unless at any point you are signed off as unfit to work, in which case the Company's Sickness Absence Policy will apply. You may also be able to benefit from temporary flexible working arrangements during any additional periods where you are receiving family building treatment. You can discuss your options with your line manager and/or HR Business Partner.

#### 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 ICG demonstrating your eligibility for 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 ICG 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.

With regards to medical appointments for fertility investigations or tests, please provide ICG with as much notice as possible and try to arrange a time outside of normal working hours. However, ICG recognises that this may not always be possible.

## **4.3 During your leave**

### **Terms and Conditions**

You will continue to receive all contractual benefits as set out in your contract of employment during the period of agreed leave.

### **Contact during leave**

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 ICG.

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. Further details can be found in 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 fail to return on the expected date and you have not notified ICG of any sickness absence in accordance with the Sickness absence policy and procedure, such failure will be treated as unauthorised absence and will be dealt with under ICG's Absence policy.

## 5. Financial Support

As a goodwill gesture, ICG will provide support to help finance 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.

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

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 ICG within 24 months of receiving these funds, you will be obliged to repay this money to ICG in full by way of deductions from final salary payments or by way of a direct payment.

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 [Rewardteam@icgam.com](mailto:Rewardteam@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 ICG are expected to support them in this. This policy is also supported by the ICG'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 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.

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

None.

## **9. Record Keeping**

All records in relation to the Global Conception Leave and Family Building policy shall be treated as strictly private and confidential and shall 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 are subject to review at least annually and as and when deemed necessary and 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