

Parental Leave Policy

This Policy applies to all people employed by wholly-owned subsidiaries (100% shareholding) within the Pentland Capital Limited (PCL) and Pentland Group Holdings Limited (PGHL) groups of companies including Pentland Brands Limited employees. This Policy does not apply to consultants, agency workers or self-employed contractors.

Where a Pentland Subsidiary is incorporated or has its principal place business outside of the United Kingdom, or where employees of a Pentland Subsidiary are located outside of the United Kingdom, PCL and PGHL reserves the right to follow an alternative procedure in accordance with local practice or legislative requirements. This policy does not form part of your contract of employment and PCL and PGHL reserves the right to amend this policy at any time.

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CONTENTS

The purpose of parental leave	2
Entitlement summary	3
Notice Requirements	4
Evidence of Entitlement.....	4
Returning to Work	5
Postponing Leave.....	5
Terms & conditions during parental leave.....	5
Car allowance.....	5
Company car drivers	5
Fuel card	6
Pension	6
Insurances.....	6
Employee Assistance Programme & Best Doctors (Generali).....	6
Unmind.....	6
Leaving Pentland.....	7
Important points to note.....	7

Policy introduction

We recognise the value of family here at Pentland and developed this policy to ensure that we are supporting those who have a need to request parental leave. It can help you to spend more time with your child and strike a better balance between work and family commitments.

The policy applies to all Pentland Brand employees, it does not apply to consultants, agency workers or self-employed contractors.

This policy does not form part of your contract of employment insofar as it may exceed any statutory requirements and it may be amended at any time provided that such amendments comply with our statutory obligations.

The purpose of parental leave

The purpose of parental leave is to care for your child. This means looking after their welfare and could include making arrangements for the good of your child. Caring for a child does not necessarily mean being with the child 24 hours a day. Parental leave might be taken simply to enable you to spend more time with your young child. Examples of the way parental leave might be used include:

- spending more time with your child in their early years
- accompanying your child during a stay in hospital
- looking at new schools
- settling your child into new childcare arrangements

- enabling your family to spend more time together, for example, taking your child to stay with grandparents
- you can take parental leave immediately after your maternity, paternity or adoption leave providing you give the correct notice.

Parental leave offers qualifying employees the right to take up to 18 weeks' unpaid parental leave in respect of each child, if you meet one of the following criteria:

- you have at least one year's continuous service; and
- you have, or expect to have, parental responsibility for a child; and
- you are taking leave to spend time with or otherwise care for that child.

You have parental responsibility for a child if you are the birth or adoptive parent or if you are the legal guardian of the child. If you're a step-parent, you can also have parental responsibility if its agreed by both biological parents.

Foster parents do not have rights to parental leave however Pentland will seriously consider any parental leave applications from long-term foster parents. In exceptional circumstances Pentland may also consider requests if you have less than a year's service or you are the grandparents or stepparents of the child. Each case will be judged on its individual merits.

If you do not qualify for parental leave but need time off to care for your child, you could consider;

- using your paid annual leave entitlement
- asking us for unpaid time off
- making a flexible working request
- taking time off under the right to time off, in the case of an emergency or dependants

Any parental leave that you take in relation to a child while working for another employer counts towards your 18-week entitlement. If you have taken parental leave in relation to a child during previous or concurrent employment, please ensure you provide details to the HR Services Team via email to HRServices@pentland.com and your manager.

Entitlement summary

The key entitlements under Parental Leave are as follows:

- You can take a total of up to 18 weeks' parental leave for each of your children up until their 18th birthday.
- Parental leave may only be taken over a period of 18 years following the birth or adoption of a child.
- A maximum of four weeks' parental leave each year in relation to each child. A year for this purpose begins when you first become entitled to take parental leave in relation to the child in question.
- Leave to be taken in blocks or multiples of one week - unless the relevant child is entitled to a receive disability living allowance, armed forces independence allowance or personal independence payment, when you can elect to take leave in days.

- If your child is adopted, you can take a total of up to 18 weeks' parental leave until the fifth anniversary of their placement with you or until their 18th birthday, whichever comes first (with a maximum of four weeks per child to be taken in any one year).
- The right applies to a single child. Therefore, if you have twins, they are entitled to 36 weeks' parental leave.
- For individuals who work on a part-time basis, leave will be calculated on a pro-rata basis.

Parental leave is an individual right and you cannot transfer the leave between parents, for example a father cannot decide to take only 8 weeks and the mother take 10 weeks.

Notice requirements

You must give at least 21 days' notice if you wish to take parental leave and need to inform us of the start and end dates of the proposed period of leave. To notify us of your request to take a period of Parental Leave you should complete the Parental Leave Form on MyPentland and send it through to your manager and HR Services at hrrservices@pentland.com.

If you would like to take parental leave immediately after a period of paternity leave, it would help us if you could give us notice of this before the start of your paternity leave.

If you wish to take parental leave commencing immediately on the birth of a child, you must give at least 21 days' notice before the expected week of childbirth (EWC). The notice must specify the EWC and the duration of the period of leave required.

If you wish to take parental leave commencing immediately on the adoption of a child, you must give at least 21 days' notice before the expected week of placement (EWP), and if this is not possible, as much notice as possible. The notice must specify the EWP and the duration of the period of leave required.

If you do not give proper notice of your request, then it may not be authorised. If you take the leave without the proper approval, then the absence may be treated as unauthorised under the Company's Disciplinary procedure.

Evidence of entitlement

You will be asked to produce evidence to show that:

- you are the parent of a child, or
- you have parental responsibility for the child, or
- the child is below the age at which the right to parental leave ceases
- in the case of a disabled child, the child is entitled to disability living allowance

This evidence could be:

- the child's birth certificate
- papers confirming a child's adoption or the date of placement for adoption
- in the case of a disabled child, a record of disability living allowance payments for the child

Returning to work

You are normally entitled to return to work following parental leave to the same position you held before commencing leave. Your terms of employment will be the same as they would have been had you not been absent.

However, where your period of parental leave has been longer than four weeks or has been combined with a period of additional maternity, paternity, shared parental or adoption leave, it might not be possible in some cases for you to return to the same job. In such circumstances, we will offer you a suitable and appropriate alternative position on no less favourable terms.

Postponing leave

If Pentland consider that the operation of the Company would be unduly disrupted if you were to take parental leave, we are entitled to postpone your parental leave for up to six months. We would discuss this with you and would give you written notice of the new start and end dates of the postponed parental leave, together with the reasons for the postponement, within 10 days of you giving us notice of your intention to take the leave.

Pentland will not postpone your parental leave where you have given proper notification to take leave on the birth or adoption of a child. Nor will we postpone leave if, in the case of any child, the postponement would result in the leave being taken after the child's 18th birthday.

Terms & conditions during parental leave

Parental leave under this policy is unpaid. Your contractual provisions relating to pay and benefits are suspended during parental leave.

However, during parental leave you are entitled to benefit from any terms and conditions in relation to being given notice, redundancy compensation and disciplinary and grievance procedures. Holiday entitlement will continue to accrue. You will also remain entitled to any private health insurance cover and life assurance which would be calculated on your basic pay on the day before you left for Parental Leave.

During parental leave you will remain bound by your obligation of good faith towards the Company, any contractual terms relating to the giving of notice, and any contractual restrictions on the disclosure of confidential information, the acceptance of gifts and benefits, or participation in another business (for example, by working for a third party).

Car allowance

If you receive a car allowance this will cease in full for the period of your parental leave.

Company car drivers

You are entitled to retain your contract hire car whilst on parental leave. If you have a trade up cost, you should contact our Reward team at hrservices@pentland.com to discuss this further.

Fuel card

Your fuel card is only intended for business use. We will ask our fuel car provider to freeze the card whilst you are on parental leave. Once you return to work the card will be unfrozen and be used as normal.

Pension

During any period of unpaid parental leave no pension contributions will be made by either the employee or employer.

Insurances

Coverage under any insurance the employee is eligible for, such as life insurance and private health (if appropriate), will continue throughout the parental leave.

Employee assistance programme & Best Doctors (Generali)

You can continue to use the Generali Employee Assistance Programme during parental leave. This is a free phone confidential support service to assist with personal or work-related issues. Advice is offered in the following areas;

- wellbeing & health
- counselling, legal
- child & eldercare
- financial
- debt counselling
- manager support.

This confidential service is available on 0800 980 6559.

Best Doctors

Best Doctors is a valuable complimentary benefit offered to all for employees based in the UK and their eligible dependants. Free unlimited access to Best Doctors services is available through confidential helpline 0800 085 6605 for general conditions and 0800 048 9011 for mental health conditions from 9 am to 5 pm Monday to Friday and online access at www.askbestdoctors.com for general conditions.

Unmind mental wellbeing app

Unmind is our mental wellbeing platform; think of it as a gym for your mind, offering you access to tools created by experts in neuroscience, mindfulness and mental wellbeing. Unmind is an independent 100% confidential platform, powered by a third party, so your personal details are completely secure.

Go to pentlandbrands.unmind.com, register with your work email address and enter your details. Make sure all the tick boxes turn green and click on 'Create account'. Check your inbox for a verification code, click confirm, and you're in! For the best user experience, use Google's chrome browser. Contact support@unmind.com if you need help creating your account.

Leaving Pentland

If you leave Pentland, you will have to accumulate one year's continuous service with your new employer before you are entitled to take any remaining parental leave. Any leave taken will be notified to your new employer.

Important points to note

- Parental leave is totally separate from paternity, maternity and adoption leave
- Parental leave applies to mothers and fathers as well as those who have obtained formal parental responsibility for a child under the Children Act