

## Family friendly policies at Ageas

### High level policy overview

Having a baby or adopting a child is an important and exciting time, and at Ageas we want to support you on this journey.

We understand that not everyone will identify with the terms 'maternity' or 'paternity', so we have added the terms 'pregnant parent' or 'non-pregnant parent' into our policies to ensure inclusivity for our LGBTQ+ parents. Where we do refer to 'maternity' this applies to the pregnant parent and 'paternity' applies to all non-pregnant parents and 'maternity' applies to all pregnant parents regardless of gender. Additionally, we recognise that when a couple adopt or have a child through surrogacy, either partner could be the Co-Adopter.

### Maternity & Pregnant Parent Policy – key highlights

- You can take up to 52 weeks of maternity leave, irrespective of how long you've worked here or how many hours you work. You need to take two weeks' leave after your baby's born but after that it's up to you how much Maternity Leave you take.
- If you qualify for Statutory Maternity Pay we'll enhance this so that you receive 100% of your normal pay for the first 16 weeks, after that you'll receive Statutory Maternity Pay up until the 39<sup>th</sup> week of your maternity leave.
- You may wish to consider sharing your maternity leave with your partner - this means finishing your maternity leave early in order to enable your partner to take some leave during your baby's first year. Both you and your partner need to be eligible, our Shared Parental Leave policy explains more.
- Whilst you are on maternity leave you will retain eligibility to the same benefits as you received previously (except salary).
- You can have up to 10 'keeping in touch' (KIT) days whilst on leave. You can take them any point in your leave except the first two weeks, they are entirely optional and we'll never insist on you using these.
- We offer support when you come back to in the form of our bespoke 'Returners' Programme' which includes an offer of group coaching, a buddy and guidance on ensuring your return to work is as smooth as possible.
- We welcome applications for flexible working and would encourage you to discuss your preferred working hours and location with your line manager.
- We know that sometimes things don't quite happen as expected. If your baby is born prior to 37 weeks, requires neo-natal care and needs to stay hospital for a few days or weeks, your enhanced maternity leave will be extended to cover the period from birth to 37 weeks pregnancy.

### Paternity/non-pregnant parent/co-adopter leave – key highlights

- If you qualify for Statutory Paternity Leave and pay, we'll enhance this so that you can take up to 8 weeks' leave on full pay. Your first two weeks must be taken as one block in the first 8 weeks after your baby's birth/placement date. The remaining six weeks can be taken at any time up to the child's first birthday or one year from placement date.

### Adoption Policy – key highlights

- If you're adopting as a couple, you'll need to decide which one of you will be the Primary Adopter and will get Adoption Leave. The other will be the Co-Adopter and may be eligible for Paternity/Non-Pregnant Parent/Co-Adopter leave.
- As the Primary Adopter, you can take up to 52 weeks of Adoption Leave, irrespective of how long you've worked here or how many hours you work.
- If you qualify for Statutory Adoption Pay we'll enhance this so that you receive 100% of your normal pay for the first 16 weeks, after that you'll receive Statutory Adoption Pay up until the 39<sup>th</sup> week of your adoption leave.
- You may wish to consider sharing your Adoption leave with your partner - this means finishing your Adoption Leave early in order to enable your partner to take some leave during your baby's first year. Both you and your partner need to be eligible, our Shared Parental Leave policy explains more.
- If you're the Primary Adopter you can take time off work to go to up to five adoption appointments.
- Whilst you are on adoption leave you will retain eligibility to the same benefits as you received previously (except salary).
- You can have up to 10 'keeping in touch' (KIT) days whilst on leave. You can take them any point in your leave except the first two weeks, they are entirely optional and we'll never insist on you using these.
- We welcome applications for flexible working and would encourage you to discuss your preferred working hours and location with your line manager.

## Shared Parental Leave – key highlights

- Shared Parental Leave gives you flexibility to decide how and when you take leave during the first year after the birth, or adoption or parental order in the case of surrogacy.
- The pregnant parent or Primary Adopter must take at least two weeks' leave immediately after the birth or adoption. Beyond this, you are able to share the remaining 50 weeks' leave and 37 weeks' pay between you. You may take some time together or be off at different times, depending on what suits you and your partner
- You may take up to 3 blocks of Shared Parental leave.
- If you're the birth parent or Primary Adopter, you'll need to tell us you wish to end your Maternity /Pregnant Parent/Adoption Leave early to enable Shared Parental leave to commence.
- If you're the non-pregnant parent or co-adopter, you'll need to take any Paternity/Non-Pregnant Parent/Co-Adopter Leave before you take Shared Parental Leave as once you have started taking Shared Parental you can't then take any Paternity/Non-Pregnant Parent Leave.
- You'll need to take all the Shared Parental Leave before the child's first birth (or 1 year of adoption)
- You can have up to 20 'Shared Parental Leave in touch' (SPLIT) days whilst on Shared Parental Leave, which allow you to work without losing your entitlement to Shared Parental Leave Statutory Pay. These are in addition to KIT days which you may have taken during your Maternity/Pregnant Parent Leave or Adoption Leave.

## Smart Working and formal flexible working

### Smart Working

Our approach to flexible working also includes informal flexibility, which we call 'Smart Working @ Ageas'. Built on two-way flexibility and trust, it gives you the freedom to work in a way that maximises productivity and wellbeing. In practical terms, it means flexibility over your location of work – so you can work from home or the office in line with business needs,

(as long as it's within the UK); and for many of our roles, it also means flexibility within your working day to meet other lifestyle commitments, such as school drop-offs, having the car serviced, dentist appointments etc. This way of working is also compatible with formal flexible working patterns, such as part-time hours and job-sharing for example. Through Smart Working, we have implemented an approach where people are empowered to manage their work to maximise productivity and delivery for customers, while balancing other aspects of their lives. However, the type of roles we have in the business are very diverse and they allow for different types of flexibility, so a one size approach does not fit all. We have identified three categories to reflect our roles and the type of flexibility associated with them.

Smart Working, where you split your time between an Ageas office and your home, is our default approach for almost all our employees. There are some exceptions for certain roles and for some employees who have specifically requested not to work from home for physical or mental health reasons. How this is structured varies by team and according to your role.

### **Flexible Working**

Formal flexible working is captured in your contract and includes part-time, non-standard work patterns, compressed hours, job-shares and more. More than 20% of Ageas employees have a flexible working contract and we encourage employees to speak to their manager if they would like to change their working pattern.

Flexible working is available to all employees, irrespective of how long you have worked with us. We'll explore flexible working options during our recruitment process, as we offer all our vacancies on a flexible basis.

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