

EMPLOYEES AS PARENTS

There are a range of entitlements available to employees who are parents. Axflow will honour its legal obligations, providing support and facilities as required and allowing appropriate time off to its employees for parental or family reasons.

The following information summarises the benefits which are available.

Maternity

It is Axflow's intention to provide support throughout pregnancy and any maternity leave period, whether or not pregnant employees intend to return to work. All pregnant employees are entitled to reasonable time off for antenatal appointments. All pregnant employees are entitled to maternity leave. Entitlement to maternity pay and additional maternity leave is subject to length of service. The Personnel department will confirm entitlements with pregnant employees on a case by case basis.

Axflow also recognises its health and safety obligations regarding the carrying out of risk assessments for new and expectant mothers. It is therefore important that employees inform their manager that they are pregnant as soon as practicable.

Paternity

Subject to eligibility requirements, Axflow provides employees whose partners are due to give birth or due to adopt the opportunity of support through offering Paternity pay and leave on the basis of statutory entitlements.

Adoption

We recognise that employees who choose to adopt children are also entitled to benefit from adoption leave and other considerations. Adoption leave and pay may allow one member of an adoptive couple to take paid time off work when their new child starts to live with them, whether a child is adopted from within the UK or from overseas.

Family & Parental Leave

Employees have the right to unpaid time off to deal with family emergencies and also to take unpaid parental leave to spend time with their young children. Parental leave must be requested in advance. To receive these benefits employees must be able to provide evidence that they are eligible.

Flexible Working for Parents

Employees who have at least six months service with the Company and who have a child or children under the age of six years, or in the case of a disabled child, a child who is aged under 18 years, are eligible to request flexible working arrangements in order to help them look after their children. Axflow will give careful consideration to each request, but is not obliged to agree to all requests.

For full details of each of these entitlements please speak to the Personnel Department.