
Insuletics Limited

Family Friendly Rights

HR Policy 1
Appendix 5
Issue 2
Date November 2014

Approved by: Ian Coates

MATERNITY LEAVE, PATERNITY LEAVE, ADOPTION LEAVE, PARENTAL LEAVE, TIME OFF FOR DEPENDANTS, FLEXIBLE WORKING ARRANGEMENTS & COMPASSIONATE LEAVE

MATERNITY LEAVE

It is the policy of Insuletics Limited (*the company*) to offer pregnant employees maternity rights and protection of employment in accordance with statutory provisions. This means that all pregnant employees are entitled to:-

- i) Paid time off to attend ante-natal appointments;
- ii) A period of maternity leave of not less than 26 weeks, provided the employee has been continuously employed by the company in the 26 weeks going into the Qualifying Week (QW) (15 weeks prior to the baby being borne) as stated in the HM Revenue & Customs 'Statutory Maternity Pay' guidelines to be implemented after 1st April 2014.

and

- iii) Not to be dismissed for reasons relating to pregnancy or maternity.

In addition, certain women will also be eligible to receive Statutory Maternity Pay (SMP).

To ensure that you receive all the entitlements for which you are eligible, it is important that you comply with the various procedural requirements laid out in the statute and reproduced in this policy. Failure to do so may result in disqualification.

1 Time off for Ante-Natal Care

All pregnant employees are entitled to paid time off work in order to attend ante-natal appointments. For all ante-natal appointments you are required to produce in advance, evidence of the appointment and, after the first appointment, a certificate stating that you are pregnant.

2 Maternity Leave Entitlement:

Referring to (ii), you are entitled to the following: –

- I. 26 weeks continuous ordinary maternity leave beginning no sooner than the 11th week before your baby is due; and
- II. Preservation of all contractual entitlements during ordinary maternity leave, with the exception of pay.

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If you have completed 26 weeks continuous service with the Company at the beginning of the 15th week before the EWC, you are entitled to additional maternity leave. This entitles you to additional rights –

- III. Additional maternity leave up to a maximum of 26 weeks beginning immediately after ordinary maternity leave.

During additional maternity leave, your contractual terms and conditions and obligations remain in force with the exception of those relating to pay and the accrual and provision of benefits.

3 Notice of Intention to take Maternity Leave

- I. You must notify the Company of your intention to take maternity leave by the 15th week before your EWC, unless this is not reasonably practicable. You will need to tell the Company:–
- that you are pregnant;
 - the week your baby is expected to be born; and
 - when you wish your maternity leave to start.
- II. If you are absent wholly or partly as a result of a pregnancy related illness during the 4th week before your EWC, your maternity leave will commence automatically.
- III. Maternity leave will start on the actual date of birth if this is earlier than the date you have notified.
- IV. You will be able to change your mind about when you wish to commence your leave providing you inform the Company at least 28 days in advance.

The Company will write to you in response to your notification of your leave plans within 28 days, setting out the date on which you are expected to return to work if you take your full entitlement.

4 Return to Work

If you intend to return to work at the end of your ordinary and additional maternity leave entitlement, you will not be required to provide the Company with any further notification.

You will need to give the Company 28 days notice of the date you wish to return to work, should you wish to return before the end of your maternity leave.

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5 Job on Return

On your return, you will be reinstated in the same kind of job you had before your maternity absence, and at the same place and in the same capacity. If this is no longer available, you will be offered another suitable vacancy. Other employment rights will be no less favourable than those you had before.

6 Maternity Pay

During maternity leave, your contractual entitlement to pay is suspended but you may be eligible to receive Statutory Maternity Pay (SMP). To qualify for SMP, you must:–

- I. Have completed at least 26 weeks continuous service, ending with the 15th week before the EWC which begins on or after 6th April 2014.
- II. Satisfy the earnings criteria for payment of NI contributions; and
- III. Have notified the Company and commenced absence in accordance with the requirements above.

SMP is subject to Income Tax and NIC. The SMP rate is regularly reviewed and you may contact the office in order to obtain the current rate. SMP is paid for 26 weeks as follows:–

- I. 90% of average weekly earnings for 6 weeks followed by:–
- II. After that, SMP will be either the weekly standard rate of 90% of the employee's Average Weekly Earnings, whichever is less. The Standard weekly rate is £135.45 for pay weeks commencing on or after Sunday 1st April 2014.

If you have less than 26 weeks continuous service, you will not be entitled to SMP, but may be entitled to a Maternity Allowance (MA) from Incapacity Benefits Branch of £100 per week for 26 weeks (or 90% of average weekly earnings if less than £100 per week).

Any woman who resumes work before the expiry of her maternity pay period forfeits her entitlement to the outstanding maternity pay.

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PATERNITY LEAVE

It is the policy of the company to offer employees paternity rights and protection of employment in accordance with statutory provisions. This means that eligible employees (those who expect to play a parenting role), are entitled to:

- I. Two weeks paid paternity leave, operating on a rolling week basis (e.g. Tuesday to Monday); and
- II. Not to be dismissed for reasons relating to paternity.

To ensure that you receive all the entitlements for which you are eligible it is important that you comply with the various procedural requirements laid out in the statute and reproduced in this policy. Failure to do so may result in disqualification.

1 Paternity Leave Entitlement:

Provided you have 26 weeks qualifying service, you are entitled to the following:–

- i. Two weeks paid paternity leave to be taken in a single block within the first 8 weeks after the child is born (the weeks do not have to be consecutive and you may choose whether to take a single block of one or two weeks leave at a time).
- II. The earliest point at which paternity leave can start is the birth of the child.

2 Notice of Intention to take Paternity Leave

- I. You must notify the Company of your intention to take paternity leave in the 15th week before the week the baby is expected to be born.
- II. You will be required to complete a self-certificate setting out the date the baby is due and when you wish to take paternity leave.
- III. Where you notify your intention to take paternity leave from the birth of the child, you will be able to do so whether or not the child is born on the expected date. Where you notify your intention to take paternity leave from a fixed start date and later wish to change this date, you may do so providing you inform the Company 28 days in advance.

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3 Paternity Pay

During your leave, you will be entitled to Statutory Paternity Pay (SPP). SPP will be paid to you in the same way and at the same time as your normal wages are usually paid. SPP is subject to Income Tax and NIC. The SPP rate will be reviewed regularly and you may contact the office in order to obtain the current rate. SPP is paid as follows:-

- I. Flat rate SPP (at the time of writing, and effective 6th April 2014, this rate is £135.45 per week or 90% of average weekly earning if less than £135.45 per week).

4 Paternity Leave and Parental Leave/Adoption Leave

- I. The right to parental leave will not be affected by the right to paternity leave. If conditions are fulfilled, you will be able to take a combination of paternity and parental leave following the birth of a child.
- II. Where a couple adopts a child, one parent will be able to take adoption leave and the other may take paternity leave if the eligibility criteria are met. In this case, the paternity leave may begin as early as the date of placement.

ADOPTION LEAVE

The Company offers employees who are adopting a child, adoption rights and protection of employment in accordance with statutory provisions. This means that, provided you have 26 weeks qualifying service, you are entitled to the following:-

- I. For those employees whose children are placed with them on or after 6th April 2014, a period of adoption leave of not less than 26 weeks operating on a rolling week basis (e.g. Tuesday to Monday); and
- II. Not to be dismissed for reasons relating to adoption.

To ensure that you receive all the entitlements for which you are eligible, it is important that you comply with the various procedural requirements laid out in the statute and reproduced in this policy. Failure to do so may result in disqualification.

1 Date of Matching and Matching Certificate

The trigger point for assessing length of service and notification for adoption leave is the date an individual is matched with a child. At this stage, the authorized adoption agency will issue a "matching certificate" to be used as evidence that you will be having a child placed with you.

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Adoption Leave Entitlement

Provided you have 26 weeks qualifying service, you will be entitled to the following:–

- I. 26 weeks continuous ordinary adoption leave beginning no sooner than 14 days prior to the expected date of placement; and
- II. Preservation of all contractual entitlements during ordinary adoption leave, with the exception of pay.
- III. Additional adoption leave up to a maximum of 26 weeks beginning immediately after ordinary adoption leave.

During additional adoption leave, your contractual terms and conditions and obligations remain in force with the exception of those relating to pay and the accrual and provision of benefits.

2 Notice of Intention to take Adoption Leave

- I. You must notify the Company of your intention to take adoption leave when you are matched with a child. The matching certificate must be passed to the Company within 1 week of issue.
- II. You must provide the Company with 28 days notice of when you wish your adoption leave to start, unless this is not reasonably practicable, otherwise leave will start on the date the child is placed for adoption.

4 Return to Work

- I. If you intend to return to work at the end of your ordinary and additional adoption leave entitlement, you will not be required to provide the Company with any further notification.
- II. You will need to give the Company 28 days notice of the date you wish to return to work, should you wish to return before the end of your adoption leave.
- III. In the unfortunate event of the termination of a child's placement for adoption, you will remain entitled to adoption leave and pay for 8 weeks following the week in which you are notified of the termination of the child's placement.

5 Choice of Parent taking Adoption Leave

- I. Where a married couple adopts, they may choose which of them will take adoption leave. Where an individual adopts, he or she will be the parent eligible.
- II. The other member of an adopting couple, or the partner of a single adopter, will be able to take paternity leave, providing they meet the eligibility criteria.

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6 Adoption Pay

During adoption leave, your contractual entitlement to pay is suspended but you may be eligible to receive Statutory Adoption Pay (SAP). To qualify for SAP, you must:–

- I. Have completed at least 26 weeks continuous service, ending with the date 14 days prior to the date of placement which occur;
- II. Satisfy the earnings criteria for payment of NI contributions; and
- III. Have notified the Company and commenced absence in accordance with the requirements above.

SAP is subject to Income Tax and NIC. The SAP rate is regularly reviewed and you may contact the Managing Director in order to obtain the current rate. SAP is paid for 26 weeks as follows:–

- I. 90% of average weekly earnings for 6 weeks followed by –
- II. Flat rate SAP for 20 weeks (at the time of writing, and effective 6th April 2014, this rate is £135.45 per week or 90% of average weekly earnings if less than £135.45 per week).

If you have average weekly earnings below the Lower Earnings Limit for NIC (currently £107 per week) you will not qualify for SAP. In this case, you should contact your local Social Security office or Inland Revenue office for further information on any financial support that may be available to you.

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PARENTAL LEAVE

It is the Company's policy to give parental leave in accordance with statutory provisions. To be eligible for parental leave you must:

- I. Be continuously employed with the Company for at least 12 months; and
- II. Have, or expect to have, responsibility for a child born or placed with you for adoption on or after 15th December 2013.

Parental leave allows for an employee to be absent from work for the purposes of caring for each such child, subject to the provisions outlined below. "Caring for a child" includes personally looking after the child or making arrangements for the child's welfare.

1 Parental Leave Entitlement

- I. Each parent is entitled to 13 weeks parental leave in respect of each qualifying child, but no more than 4 weeks in respect of each child may be taken in any calendar year. It is intended that parental leave will normally be taken in a block of 1 week or multiples of 1 week. If you want to take leave for a period of less than a week, prior agreement must be obtained from the company. In the case of a disabled child, the leave can be taken a day at a time. Employees who work part time are entitled to a pro rata entitlement. A mother may take parental leave immediately following maternity leave, subject to fulfilling the eligibility requirements and within the general entitlement provisions.
- II. Subject to the eligibility and entitlement criteria stated above, and provided you have given at least 21 days* written notice of the proposed starting and finishing dates, you may take parental leave up until:–
 - the child's 5th birthday;
 - or*
 - where the child is entitled to a disability living allowance, his or her 18th birthday;
 - or*
 - the 5th anniversary of the date of the child being placed with you for adoption or his/her 18th birthday, whichever is the earlier
 - or*
 - where the Company has postponed a period of parental leave, the end of the period to which the leave was postponed.

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If you are the father of the child and wish to take parental leave commencing on the date on which the child is born, you are required to give 13 weeks written notice of the expected week of childbirth and duration of the leave. In the case of parental leave required to coincide with the placement of a child with you for adoption, you must specify in writing, at least 21 days in advance, the week in which the placement is expected to occur and the duration of the leave.

- III. The Company undertakes not to unreasonably refuse parental leave requested in accordance with this procedure, but recognises that, exceptionally, there may be compelling operational reasons which make it necessary to reduce or postpone the period of leave. In this unlikely event, a substitute equivalent period of leave will be agreed in consultation with you to commence within 6 months of the start date initially requested.
- IV Under no circumstances will parental leave be refused where, in accordance with this procedure, it has been requested in order to coincide with the birth of your child or the date on which a child is to be placed with you for adoption.
- V The Company reserves the right to request documentary evidence to support a request for parental leave (e.g. maternity certificate, child's birth certificate, etc.). If you fail to provide satisfactory documentation when requested, you will not be entitled to take parental leave. Dishonest claims will be dealt with in accordance with the Company's disciplinary procedure.

2 Rights during Parental Leave

While absent on parental leave the same contractual entitlements and obligations apply as during additional maternity leave.

3 Job on Return

Following parental leave of up to 4 weeks you are entitled to return to the job you held prior to commencing the leave. This applies in all cases except where the leave immediately follows additional maternity leave and it is not reasonably practicable for you to return to that job at the end of the additional maternity leave or parental leave. Under such circumstances your rights are as stated in the "Job on Return" section under maternity leave.

TIME OFF FOR DEPENDANTS

We recognise that from time to time, family emergencies arise which may require you to be absent from work to deal with an urgent situation. The Company takes a sympathetic view of such situations and will allow reasonable time off for you to take whatever action is necessary to handle the immediate situation and make appropriate arrangements. What constitutes a "reasonable" amount of time off will be assessed according to the circumstances of each particular case.

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1. Entitlement to Time Off for Dependants

- I. It is intended that this policy will apply when the emergency situation affects a dependant (i.e. husband or wife, child, parent) whether or not they live under the same roof, or any member of your household, with the exception of an employee, tenant or lodger.
- II. Time off under this policy is likely to be required for one or other of the following reasons:
 - to help when a dependant gives birth, falls ill or is injured or assaulted;
 - to make arrangements for the care of a sick or injured dependant;
 - to cope when arrangements for the care of a dependant break down; or
 - to deal with an unexpected incident involving a dependant child at a time when the school has responsibility for the child.
- III. Time off relating to the death of a dependant or other close relative is covered by the Company's policy on compassionate leave.

2 Notice of Intention to take Time Off for Dependants

In order to qualify for time off under this policy, you are required to notify the company as soon as is reasonably practicable, of the reason for the absence and its likely duration.

Time off under this policy will normally be without pay.

FLEXIBLE WORKING

It is the policy of the Company to consider applications for flexible working arrangements in accordance with statutory provisions.

To ensure your request is given full consideration, it is important that you comply with the various procedural requirements laid out in the statute and reproduced in this policy. Failure to do so may result in disqualification.

1 Eligibility

In order to make a request for flexible working arrangements, you must:–

- I. Have a child under 6, or under 18 in the case of a disabled child;
- II. Have been employed by the Company continuously for 26 weeks at the date the application is made;

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- III. Make the application no later than 2 weeks before the child's 6th birthday, or 18th birthday in the case of a disabled child;
- IV. Have, or expect to have, responsibility for the child's upbringing and be making the application to enable you to care for the child;
- V. Not be an agency worker or a member of the armed forces; and
- VI. Not have made another application to work flexibly under this right during the past 12 months.

2 Scope

Provided you are eligible, you will be able to request:–

- I. A change to the hours you work;
- II. A change to the times when you are required to work; or
- III. To work from home.

3 Procedure

- I. The onus is on you to make an application in writing. Only 1 application per year is allowed, and if accepted, will mean a permanent change to your own terms and conditions of employment. Both you and the Company must therefore carefully consider longer term implications of the application.
- II. Within 28 days, the Company will meet with you to explore the desired work pattern in depth, and to discuss how it may best be accommodated. You may be accompanied at this meeting if so desired.
- III. Within 14 days of the meeting, the Company will write to you and will either agree to the new work pattern and a start date, or provide clear business grounds as to why the application cannot be accepted.
- IV. Should the application not be accepted, you will have the right to appeal the Company's decision, with a view to exploring all alternatives and reaching a satisfactory outcome.

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COMPASSIONATE LEAVE

(With Effect from 1st May 2011)

This Policy applies to Compassionate Leave for employees of Insuletics Limited (the Company).

The relationship of the deceased to the employee to qualify for compassionate leave will be a directly related parent, child or spouse or parent in law.

If the employee has over three months service, one day of Compassionate Leave will be paid by the Company.

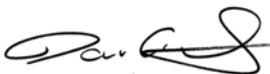
If the employee has over five year's service, two days of Compassionate Leave will be paid by the Company.

Compassionate leave for employees will be marked on the time sheets as (CL) salary will be as normal pay.

Date: 3 November 2014

Signed:

Ian Coates



Managing Director

Abbreviations:

QW = Qualifying Week
EWC = Expected Week of Confinement
NIC = National Insurance Contributions
MA = Maternity Pay
LEL = Lower Earnings Limit
SAP = Statutory Adoption Leave
SMP = Statutory Maternity Pay
SPP = Statutory Paternity Pay

All dates and (£) amounts must be checked and verified at the date of application.