



**Edelman UK
Company Policies:
Sickness, Absence,
Leave & Holiday**

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Sickness, Absence, Leave & Holiday

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Introduction

These policies are intended to provide you with information relating to the Edelman standards of work.

Some policies apply only to employees, others apply to everyone who does work for us or works on our premises, including employees, consultants, contractors, casual and agency workers, directors and office-holders. Please check individual policies for details.

These policies do not form part of your contract of employment and do not create contractual rights and obligations.

While it is not possible to put everything into writing, we hope that these policies will provide you with the general information you require. We ask that you consult these whenever you have a question. If you can't find the answers you need here, then please contact the Human Resources Department.

We welcome any comments or suggestions you may have which you believe will help improve working life at Edelman. These should be directed to a member of the Human Resources Team.

The information in this policy document should be treated as confidential. It should be recognised that no policy document can be complete in every detail, nor is the information contained applicable to every case. Circumstances may arise in which Edelman determines that changes are required in these guidelines, policies and procedures. For this reason, Edelman reserves the right, at any time, to modify, rescind, or supplement any or all of the guidelines, policies or procedures contained herein, and to take actions, which may be contrary to a guideline, policy or procedure set out in this policy book.

Any changes or additions to the policies contained within will be communicated via email, by letter or verbally, with the current version being available on the HR Portal.

In cases where specific references to position titles are made, please refer to the listing below to identify the appropriate person to contact.

Chief Executive Officer	Ed Williams
Chief Finance Officer	Claire Dobson
HR Director, UK & Ireland	Richard Mayhew
Human Resources Department	HRPayroll@edelman.com
Recruitment	@Recruitment UK (internal only)

Sickness, Absence, Leave & Holiday

1.1 Sickness absence

This procedure is aimed at addressing the situation where sickness absence occurs. It applies to all employees. The procedure aims to deal sensitively with employees who are ill, and to deal with sickness absence in a fair manner, while minimising the impact on the Company's operations.

Principles

- It is recognised that the handling of incapability due to sickness is distinguished from other aspects of discipline. All cases will receive individual consideration and assessment according to the effect upon the Company's operations, and action will be planned accordingly. Equally, the needs of the individual employee during periods of absence will be considered when assessing the effects of such absence. However, it is recognised that it may be necessary to issue warnings to employees in respect of their attendance records.
- It is recognised that a fair procedure must be followed and clearly documented to ensure that every effort is made to assist the employee in improving their attendance. It may be necessary for an employee to be made aware at any stage that, however genuine the health problem, dismissal may result from excessive sickness absence where such continued absence is seriously detrimental to the Company's operations.
- In situations where the employee is unfit for a particular role but may be able to meet the requirements of other related jobs, the Company will seek to redeploy the employee to suitable alternative work as an alternative to dismissal where the employee is unfit for a particular job but may be able to meet the requirements of other related jobs.
- Additionally, it is recognised that when there is an abuse of the procedures relating to authorised absence then the Disciplinary Procedure may need to be invoked as appropriate.
- At all stages of the procedure the employee will have the right to be accompanied by a work colleague.
- The Company may, in its absolute discretion, grant enhanced paid sick leave in any situation which the Company considers appropriate and will be treated on a case by case basis.
- An employee will have the right to appeal against any decision at any stage of the procedure.

Procedure

The procedure covers 2 types of sickness absence: -

1. Intermittent sickness absence - where there are 3 occasions of non-attendance within a 30-day period.
2. Long term sickness absence - of 30 days or more.

It is important to note that if you are unable to attend your place of work for any reason other than annual holiday, maternity leave or other prior approved absence, you are required to inform your immediate line manager or Human Resources by telephone (no emails or text messages) by 10.00am on each day of absence, or as soon thereafter as is reasonably practicable; indicating the reasons for your absence and when you expect to return to work. You should also indicate any work that needs to be handed over in your absence.

It is both the employee's and manager's responsibility to keep an accurate record of any absence within the Holiday & Absence system. Employees must submit the dates of any absence due to sickness through the 'Report A Sickness' function within a reasonable timeframe. A reason does not need to be provided so long as your manager is aware of the circumstances of your absence. Any submission can be done retrospectively by the employee, manager or by the Human Resources department.

In the event of your absence from work continuing beyond 7 consecutive days (including the weekend), you are required to write to the Human Resources department giving all relevant information and, where your absence is as a result of sickness or injury, enclosing a fit note from your doctor as to the medical opinion of the cause of your absence. If you are absent for 3 or more working days in any 30 days, the Company has the right to require you to be examined by a doctor selected by the Company. You will be required to consent to the release of your medical records for this purpose. In either case, all costs occasioned by such a requirement will be paid for by the Company.

Fit for Work scheme

If an employee is off work for more than 4 weeks, the Company may speak to you about a referral under the Fit for Work scheme in order to support your return to work. The service is voluntary and will require your consent.

You may also be referred to this service through your own GP (this can be done after being off for 2 weeks). All referrals should be managed through the Human Resources department.

Should you consent to this and after the assessment, a Return to Work plan is put in place, we reserve the right to send you for referral through our own Occupational Health providers. If you fail to consent to this, or do not consent to us seeing any Return to Work plans that are put together, then we reserve the right to stop any Occupational Sick Pay you may be receiving, and you will receive SSP only.

Return to work interview

Most employees will at some time during their employment be forced to miss work for sickness related reasons. In these circumstances, the line manager or Human Resources will see you on your return. The purpose of the meeting will be to welcome you on your return, to ascertain whether you have any concerns regarding your return and/or would like further discussions or advice on your ongoing health status, and to update you on any developments within the Company during your absence.

This interview does not form part of the formal stages of the Procedure set out below. It may apply to both intermittent sickness absence and long-term sickness absence.

Intermittent sickness absence

Stage 1. Interview of concern

This will take the form of an informal interview with you to identify the problem, create awareness and give help where appropriate. You will be informed of any possible sources of support and you may be referred to a doctor or other registered medical practitioner nominated by the Company. At the same time, the effect of your absence on the work situation will be explained to you. An indication will be given to you of the stages of the procedure which will be followed and the possible consequences which could ensue if there is no improvement in your attendance levels. You will be informed of the period during which your attendance will be monitored in this connection.

Stage 2. Formal meeting

If, following the interview of concern, the attendance record does not improve, then a second, formal interview will be held. The same information will be given to you as outlined in Stage 1. The line manager will investigate the reasons for the absence; and will consult with you, inviting you to give your views as

to the problem and how such might be resolved. At the end of the interview, you may be issued with a verbal warning regarding your attendance record. Such will be monitored for a further 3 months in the first instance.

Stage 3. First written warning

If the attendance record does not improve sufficiently then a first written warning may be issued after the same process of interview, investigation, information, consultation and discussion has been undertaken as for Stage 2 above. You will again be informed that your attendance record will be monitored for 3 months.

Stage 4. Final written warning

If the attendance record does not improve sufficiently, then following the same process as for Stages 2 and 3 above, a final written warning may be issued.

Stage 5. Dismissal

If the attendance record does not improve sufficiently, then following the same process as for Stages 2 - 4 above, you may be dismissed.

Long term sickness

It is recognised that it is particularly important in long term ill health cases for personal contact to be maintained. You should try to give the Company an idea of when you are likely to be able to return to work, or whether you have a chronic illness which will mean you will have long periods of absence for so long as you continue to work for the Company. Equally, the line manager whilst giving you time to rest and recuperate, should keep in touch with you periodically to see how the illness is progressing and to give help and support where necessary.

In every case of long-term sickness absence there will be differing circumstances and factors to consider. The procedure will thus require flexibility in its implementation, and, by definition, no specific time limits can be laid out in respect of particular stages of the procedure. Factors to be considered include the nature of the illness, likely length of absence, the Company's need to have the work done, the importance of the job in the Company's organisation and your past service.

Medical evidence will be considered by the Company at all stages of the procedure. You may be referred to a doctor or other registered medical practitioner chosen by the Company. You may also be required to ask for their own GP's medical notes to be provided, and to submit to examination by the medical practitioner selected by the Company. The medical evidence to be considered by the Company will include an indication by a medical practitioner of when a return to work may be expected and what type of work you will be capable of doing.

If you refuse to agree to your own GP's medical notes being made available, or to submit to medical examination by a doctor or other medical practitioner selected by the Company, the Company may have no alternative but to take decisions on the available evidence and such may ultimately result in dismissal.

The Company will consider alternative employment where appropriate. If your job can no longer be kept open and no alternative work is available, you will be informed of the likelihood of dismissal. You will also be kept informed if your employment is at risk at all stages throughout the procedure.

Stage 1. Interview of concern

This will take the same form and follow the same process as under (i) Intermittent Sickness Absence above.

Stage 2.

After a further period of absence, an interview will take place between you and the line manager or Human Resources department at which you will be informed of the approach which the Company will take in dealing with long term sickness absence as set out in the paragraphs above. The line manager (or Human Resources department) will update you on your position with regard to Statutory Sick Pay, sickness absence pay and/or Permanent Health Insurance entitlement.

Stage 3.

You will be interviewed again after any period of absence in order to reconsider your position. The Company may refer you to a doctor or other registered medical practitioner of its choice. This stage will take place no later than one month prior to cessation of Statutory Sick Pay, sickness absence pay or Permanent Health Insurance entitlement as the case may be.

Stage 4.

You should be interviewed again after any further period of absence in order to reconsider your situation. A further referral to a doctor or other medical practitioner of the Company's choice may be considered. At this stage at the latest, if not earlier, consideration may be given to suitable alternative employment, with reference to any recommendation made by the doctor or other registered medical practitioner.

Stage 5. Dismissal

Following consideration of medical evidence, and of the possibility of suitable alternative employment, a decision to dismiss may be taken. It may not be appropriate in each case to carry out all five stages given the varied nature of long-term sickness and differing circumstances surrounding each case.

1.2 Sick pay

Employees starting after 1 April 2019

You are entitled to Statutory Sick Pay (SSP) in accordance with the provisions of the Social Security and Housing Benefits Act of 1982.

Subject to the absence reporting requirements being followed, you're eligible for the following payments within a rolling 12-month period.

Length of service	Entitlement
0 - 3 months	SSP only
3 - 6 months	1 week full pay 1 week half pay
6 – 12 months	1 month full pay 1 month half pay
12 months +	3 months full pay 3 months half pay

Depending on your length of service, thereafter the payment will reduce to SSP or Group Income Protection benefit if you are a member of the Company scheme and the claim is accepted. Any periods of unrelated sickness absence will be linked with reference to the payments outlined above. For the purposes of qualifying for Group Income Protection, unrelated absences will not be linked.

Employees starting prior to 1 April 2019

The Company operates a Company sick pay scheme. In the event of illness or injury the Company will pay salary in full for the first 90 days and then 75% of salary for the following 90 days within any rolling period of 12 months. Thereafter the payment will reduce to SSP or Group Income Protection benefit if you are a member of the Company scheme and the claim is accepted. Please note; that whilst as a Company any periods of unrelated sickness absence will be linked with reference to the payments outlined above. For the purposes of qualifying for Group Income Protection, unrelated absences will not be linked.

All employees

The Company may deduct from your salary any amount equivalent to the amount of State Benefit to which you are entitled. The Company reserves the right not to pay salary (except any SSP, if payable) in respect of any day when a hearing is pending which relates to any aspect of your conduct or performance and which could result in the imposition of a warning, dismissal or other sanction. In addition, if either party has served notice to cease employment or, but not limited to, commenced individual consultation and you are absent from work due to sickness or illness, we reserve the right not to pay salary (except) SSP.

Failure to comply with any or all requirements for the notification of absence, consultation or examination by a doctor, where appropriate, will result in salary, PHI benefits or SSP being withheld and may result in you being regarded as having breached your contract of employment. If you are absent from work due to injury caused by a third party, any salary paid to you by the Company during your absence will be paid as a loan and the Company reserves the right to have such loan repaid from any monies you receive by way of damages or settlement from such third party in respect of such injury.

1.3 Holidays

Holiday entitlement is as set out in the contract of employment. Holidays may be taken at any time during the year, subject to business requirements at no more than two weeks at a time, except at the discretion of your MD/Head of Department.

Employees are responsible for planning their holiday during the calendar year which runs from January to December. Your line manager must approve each holiday request via the Holiday & Absence system. All employees and managers are responsible for maintaining the accuracy of these records on the system. Holiday entitlement and balances can be viewed within the system.

Any holiday requests must be submitted at least two weeks prior to the absence. Once a holiday has been requested on the system the approver will be notified. You will be notified once there is a change in status of holiday request. Any holiday that has been declined by the approver will need to be accompanied with a reason.

If you believe any of your information to be inaccurate, please contact the HR Operations team.

For employees Level 1 – 3

If joining the Company prior to June 30th in any year, on completion of one year's continuous service with the Company, you will receive an additional day's holiday in that holiday year, and an additional day each year thereafter, up to a maximum of 28 days annual leave entitlement per year.

If joining the Company between 1st July and 31st December in any year, on completion of one year's continuous service with the Company you will receive an additional day's holiday in the following holiday year, and an additional day each year thereafter, up to a maximum of 28 days annual leave entitlement per year.

Your holiday entitlement will be updated on the Holiday & Absence System at the beginning of each year in line with the above.

The Company reserves the right to ask you to make alternative arrangements if your absence would adversely affect client service or other business needs.

You will be eligible to carry over a maximum of 5 days holiday into the following year with prior approval from your MD/Head of Department. Any accrued but untaken days above this will be forfeited. The 5 days carry over will need to be used by 31st March or again, will be forfeited.

No holiday pay will be paid in lieu of holiday not taken unless the employee is leaving the Company.

All holiday taken must be logged on GFS time sheets.

It is not Company policy to grant periods of unpaid leave in excess of holiday entitlement, although such requests will be considered on an individual basis in exceptional circumstances.

In the event that you give notice to terminate your employment for whatever reason, the company reserves the right to require you to take any accrued untaken holiday during your notice period. If, however, due to business requirements this is not possible, then the company reserves the right to decline any holiday requests during your notice period. You will receive payment in lieu thereof as appropriate.

1.4 Out of hours working

The Company recognises that it is not always possible for employees to work only their contractual hours. However, the Company also has a duty to protect the health and safety of its employees by ensuring that they do not work too many hours. This policy is in place to define the time off in lieu system and out of hours working to set down guidelines for their implementation.

Time off in lieu

Accrual of time off in lieu

Time off in lieu will only be granted if, at the request of a MD/Head of Department, you are required to work at the weekend or, for repeated instances of late night working over an extended period of time, outside of normally business delivery.

Time off in lieu must be agreed in advance with your MD/Head of Department prior to working the additional hours and must be recorded on your GFS timesheets.

The time accrued for working weekends will be accrued in ½ day increments only.

The time accrued for requested repeated late-night working will be at the discretion of the MD/Head of Department and should be discussed considering the reasons for the late-night working.

The HR Operations Team must be notified by the employee or manager of any approved time off in lieu for the continued accuracy of the Holiday & Absence system. Once the 'time off in lieu' has been added to the individual's profile. It can be taken as normal.

Redemption of time off in lieu

Requests to redeem time off in lieu will be granted at the discretion of the MD/Head of Department, taking into consideration operational requirements such as the needs of the business and workload of other employees. Line managers are expected to allow employees as much flexibility as they can under this policy. However, it will not always be possible to allow employees to take the time off when they have requested it.

Time off in lieu should be taken as soon as practical after it has been accrued but, no later than one month after accrual. Employees cannot carry forward time off in lieu beyond this period without the prior agreement of their MD/Head of Department. Any entitlement that has not been taken within one month of accrual or within a period agreed previously with the MD/Head of Department will be lost.

Line managers are responsible for monitoring the levels of time off in lieu that employees are accruing and ensuring that accumulations are in accordance with this guide. Accrual of time off in lieu should be the exception rather than become a routine occurrence. Time in lieu balances will be monitored and line managers will be required to justify excessive balances.

When an employee moves to a different department, accumulated time off in lieu cannot be carried forward into the new department and must be taken prior to moving across.

Employees who are leaving the Company and have accrued time off in lieu will not be paid to cover this therefore it is essential that this is taken prior to your leave date.

Late night working

There may be instances when we are all required to work beyond our contractual hours however, if at the request of your MD/Head of Department you are required to work late into the evening (beyond 9pm during the week) then you may be entitled to some provisions.

Sustenance; with prior approval, you will be eligible to claim expenses up to a reasonable amount towards an evening meal.

Taxi; if requested to stay late into the evening (beyond 9pm) and have a lengthy walk to/from the train station at either end of your journey, then for your safety, you will be eligible to claim for a taxi fare to cover this part of your journey.

Any expenses should be approved by your MD/Head of Department prior to the expense being incurred and receipts should be submitted in the normal way through GFS.

1.5 Compassionate leave

This policy applies to employees. The Company may, in its absolute discretion, grant paid compassionate leave of up to five days in any calendar year in any situation which the Company considers appropriate, including any of the situations set out in other parts of this Handbook where leave would otherwise be unpaid. All requests for compassionate leave will be treated on a case by case basis and additional leave may be granted at MD/Head of Department discretion.

The Company recognises that it may not always be possible to request compassionate leave in advance. However, where it is possible, you should make a request to your line manager or the Human Resources

department. You should tell them the reasons for your request and the number of days leave you would like to take.

Where it is not possible to request leave in advance you should contact your line manager or the Human Resources department as soon as possible to tell them the reason for your absence and the number of days you expect to be absent. Someone can do this on your behalf if necessary. Furthermore, any absence can be recorded in the HR Portal retrospectively.

1.6 Parental Bereavement Leave

We recognise that, while dealing with any bereavement is difficult, the death of a child is among the most devastating events that an employee can ever face. Here we set out our commitment to supporting bereaved parents through their grief by ensuring that they can take parental bereavement leave.

This applies to employees who suffer the loss of a child under the age of 18 on or after 6 April 2020. This includes parents who suffer a stillbirth after 24 weeks of pregnancy.

Whatever your length of service, you can take this type of leave if you are the parent of the child who has passed away, or the partner of the child's parent. In general, you can take this type of leave if you have parental responsibility for the child. This includes adoptive parents.

If you have suffered a bereavement but are unsure if you are entitled to parental bereavement leave, please contact the HR Team for clarification.

You can take two weeks of parental bereavement leave. You can take the leave as:

- a single block of two weeks; or
- two separate blocks of one week at different times.

You can't take the leave as individual days.

You can take the leave at the time(s) you choose within the 56 weeks after your bereavement. You might choose, for example, to take it at a particularly difficult time such as your child's birthday. If you have lost more than one child, you have a separate entitlement to bereavement leave for each child who has passed away.

If you need to take parental bereavement leave within the first 56 days after your bereavement, you can take the leave straight away. You do not have to provide any notice. Please inform your line manager and/ or the HR Team no later than when you are due to start work on the first day on which you wish to take leave or, if that is not feasible, as soon as you can. To take leave more than 56 days after your bereavement, please provide your line manager and/ or the HR Team with at least one week's notice.

You can cancel your planned leave and take it at a different time (within the 56 weeks after your bereavement). Where your planned leave was due to begin during the first 56 days after your bereavement, please let your line manager and/ or the HR Team know you no longer wish to take it before your normal start time on the first day of the planned leave. Where your leave was due to begin more than 56 days after your bereavement, please let your line manager and/ or the HR Team know at least one week in advance that you wish to cancel it.

You cannot cancel any week of parental bereavement leave that has already begun.

Pay during parental bereavement leave

To receive statutory parental bereavement pay you must have:

- at least 26 weeks' continuous employment with us by the week before the one in which your child passed away (and still be employed by us on the date of the bereavement); and
- normal weekly earnings in the eight weeks up to the week before your bereavement of at least the lower earnings limit for national insurance contribution purposes.

If you qualify for statutory parental bereavement pay, you will be paid during your leave at the rate set by the Government, or at 90% of your average weekly earnings where this figure is lower. If you are not eligible, your leave will be unpaid.

The Company offers a discretionary enhanced parental bereavement pay to employees who meet certain conditions. To qualify, you must:

1. Be eligible for statutory parental bereavement pay
2. Meet the statutory requirements for statutory bereavement pay as outlined above

1.7 Miscarriage

The purpose of this policy is to ensure that any employee who is either directly or indirectly affected by a miscarriage is fully supported, both emotionally and physically. Miscarriage can affect an individual in different ways so whilst this policy provides a guide as to how the company can support you, we will always treat every scenario on an individual basis. Miscarriage is much more common than most people realise. Miscarriage is the loss of a baby at any point up to 24 weeks within a pregnancy and is most likely to happen within the first three months, often before the pregnancy has been announced. Every miscarriage may vary.

Immediate actions and support

Depending on where an individual experiences a miscarriage, we've provided some general advice and guidance regarding the immediate steps/ process to assist you:

In the unfortunate event of a miscarriage at work, talk to someone who you feel you're able to confide in, either your line manager, or a colleague. You can also contact one of our Mental Health First Aiders or Physical First Aiders. We will arrange transport to either take you home or to a hospital. In some cases, we may be required to call an ambulance and will support you in a private place until its arrival.

In the unfortunate event of miscarriage whilst working from home, talk to someone who can physically help you or who can help you to get to hospital safely, if necessary. Please inform your line manager as soon as possible so that they can offer any further support as required. Your manager won't communicate the reason for your absence unless you provide the approval to do so and when the time is right to do this. We will always respect your privacy. If you don't feel comfortable revealing the reason for your time off work, you can ask your doctor to use a more generic reason for your absence in your sick note, i.e., women's health.

Time off

Miscarriage can be a frightening, lonely and traumatic experience for both women and men. It is often both physically and emotionally painful, with effects that can last for a very long time. Everyone's needs will be different. Some people may feel that they can continue to work as normal, while others may

require more support. Everyone will experience their loss differently and our support will be based on how you feel and/ or how you want to be treated.

For any employee who has had a miscarriage, it is highly likely that you will be advised by a medical practitioner to be take time off work to both rest and recover, both emotionally and physically by way of a sick note. Following this you are also able to take two weeks paid absence. Depending on the circumstance of the miscarriage, you may require further time off. Please refer to the bereavement/ compassionate leave policy and/ or speak to manager about this.

If the employee is not the person who experienced the physical loss but needs to take off from work following the loss, they are able to take one week of paid absence. Depending on the circumstances of the loss, you may require further time off. Please refer to the bereavement/ compassionate leave policy and/ or speak to manager about this.

When you're ready to return to work, your manager will arrange a meeting with you, in which any specific needs can be discussed. This may include temporary workplace adjustments, attending ongoing hospital/ GP appointments, a phased return to work or flexible working hours/ days.

Further support

There are various external sources of help, guidance and information available for employees regarding miscarriage which we've provided below however if you'd also like to speak to someone face to face, please reach out to your HR Business Partner or Mental Health First Aiders who could help you identify professional help based on your circumstances.

Miscarriage Association	https://www.miscarriageassociation.org.uk/
SANDS (Stillbirth and Neonatal Death)	https://www.sands.org.uk/
Ectopic Pregnancy Trust	https://ectopic.org.uk/
Physical First Aiders:	Please contact the Facilities Team
Mental Health First Aiders:	
https://djeholdingsdrive.sharepoint.com/sites/EdelmanMentalHealthFirstAiders	

1.8 Menopause

The purpose of this policy is to support employees who are experiencing menopausal symptoms and helps colleagues and line managers understand how they can support employees experiencing such symptoms with the further aim to normalise the attitudes and perceptions in relation to this topic. The menopause is experienced by most women, usually between the ages of 45-55, though some women can experience it earlier than this, due to 'premature menopause' or surgery. Symptoms manifest both physically and psychologically; they are different for everyone; and for a quarter of women, they are severely debilitating. Symptoms can have a huge effect on a woman's comfort and performance when working. This policy is therefore imperative to ensure the Company provides an inclusive and supporting working environment in the office and whilst working from home for women experiencing the menopause.

Symptoms vary greatly, and commonly include (but aren't limited to): hot flushes, night sweats, anxiety, dizziness, fatigues, memory loss, depression, headaches, recurrent urinary tract infections, joint stiffness, aches and pains, reduced concentration and heavy periods.

Immediate actions and support

Minor adjustments to an employee's working environment can make a huge difference. If an employee is experiencing menopausal symptoms, the following options are available.

Desk fans

When in the office, desk fans can be obtained from the facilities team or, should you not wish to reach out to them directly, then please contact the HR Operations Team who will be able to complete this request on your behalf.

Quiet/ cool room

It can be helpful to take time out to manage symptoms when working from home, but when in the office we have a dedicated room that can be made available for an employee who may require a quieter space or be in a cooler environment. Please contact the facilities team to arrange this or reach out to the HR Operations Team who will be able to complete this request on your behalf.

Time off

The Company recognises that flexibility is key to anyone suffering as a result of transitioning through the menopause and aims to facilitate flexible working wherever possible. The Company operates a Flexible Working Policy that allows employees to make a permanent change to their working pattern, however, should an employee require a temporary/ flexible change, working arrangements could include:

More breaks and time away from their computer, earlier start and finish times to avoid peak travel times when working in the office, requesting to reduce working hours on a temporary basis, turning their camera off when on Teams calls and also having a walking meeting instead if helpful.

These should be discussed and agreed with the employee's line manager and reviewed on a regular basis.

Sickness/ Paid Leave/ Time Out Days

An employee may feel unwell and unfit for work due to menopausal symptoms, and if so, the company will support them. This includes sudden onset symptoms during the working day. Details of the Sickness Policy can be found earlier in this document. Whilst an employee can simply inform their line manager, they are unfit for work, they should also feel they can be open about the reason for their menopausal related leave with their line manager without fear of being discriminated against.

Further to the above, the Company offers 10 Time Out days per calendar year to any employee who is experiencing the symptoms of menopause and additionally to any employee who is supporting someone going through menopause – whether this is a partner, husband, wife, son or daughter.

The Time Out days can be used as a practical way to take a break from their work and focus on themselves. The Company commits to covering the work for the employee when they use a Time Out day/s, thus ensuring that they don't return to an increased workload. Time Out days can be taken unplanned and/ or either taken individually or in blocks of days as required up to the maximum each calendar year. Time Out days can be booked via the Holiday & Absence section of the HR Portal.

General Support

The Company facilitates an open, understanding working environment and we encourage employees to inform their line manager that are experiencing menopausal symptoms at an early stage to ensure that symptoms are treated and the necessary support made available. Employees who do not wish to discuss the issue with their line manager may find it helpful to have an initial discussion with:

A trusted colleague, a member of GWEN, a Menopause Champion, their HR Business Partner or a Mental Health First Aider. Further information about all of these resources are available within the HR Portal.

Medical Support

We encourage employees to speak to their GP when they are experiencing symptoms.

The Company Digital GP app is available for employees to download and access recourses and information as well as arranging to speak to a GP (of a gender of their choosing should they wish) at a date and time convenient for them and whilst at home. Further information regarding this service can be found within the HR Portal or by contacting the HR Operations Team.

The Company also provides access to a confidential service via the Employee Assistance Programme (EAP). Further information regarding this service can be found within the HR Portal. The service offers support, expert advice and specialist counselling. It's free and easy to access and is available online or by phone 24 hours a day, 7 days a week.

The Company has also partnered with Peppy, a specialist healthcare and wellbeing support service delivered by expert practitioners. Available via downloadable app, it's available to anyone who is experiencing directly/ indirectly with the symptoms of the menopause and provides 1:1 personalised chat with a menopause practitioner, video consultations with menopause consultants, specialist support, peer support opportunities, virtual seminars and health facilities designed especially for menopausal women. Further information is available via the Peppy benefit tile within the HR Portal.

To sign up for free and access this wide range of services please follow the steps below:

Getting started with Peppy is simple:

1. Search for "Peppy Health" on the App Store or Google Play Store
2. Download the app
3. Select the service you want
4. Register using your work email address, create an anonymous username and complete a short questionnaire

Your work email address will only be used to grant you initial access. You will be asked to enter a personal email address for all following communications and your identity will be kept anonymous. Rest assured, Peppy is 100% free to you and 100% private.

1.9 Time off for dependants

This policy applies to employees. The Company recognises that occasions will arise unexpectedly which mean that an employee will need time away from work to deal with sudden emergencies. The Company is dedicated to being supportive during these times by introducing measures that allow an employee to take a reasonable amount of time off work.

Eligibility

All permanent employees will be eligible for time off under specific circumstances, but the Company is not obliged to pay for this time off. Some of these circumstances may be considered "compassionate leave" and the decision on whether to treat it as paid or unpaid leave will be determined by the MD/Head of Department in consultation with the Human Resources department. Circumstances include:

- When a dependent falls ill or has been injured or assaulted.
- When a dependent is having a baby.
- To make longer term care arrangements for a dependent who is ill or injured.
- To deal with the death of a dependent.
- To deal with an unexpected disruption or breakdown of care arrangements for a dependent.

- To deal with an unexpected incident involving the employee's child during school hours.

People who count as dependents are your partner, parent, child or any other person who lives in the same household as you, including elderly relatives (but excluding tenants, lodgers or people employed by you).

Procedures

- As the circumstance is often unforeseen, you must inform your line manager as soon as possible to determine whether this leave is deemed to be unpaid or compassionate leave.
- The line manager will inform the Human Resources department, who will provide guidance during these times.
- You should maintain contact with your line manager during your time off.
- All absence from work is monitored and absence connected to time off for dependents will be monitored in the same way. Should the line manager feel that "reasonable time off" is being exceeded in any case then this will be discussed further with you.
- If you need time off in advance, then you should request annual leave in the usual way. If the reason you require leave relates to a child, then you may be entitled to take leave under the Parental Leave Policy.

2.0 Jury service

This policy applies to all employees. If you receive a jury summons you must notify your MD/Head of Department and the Human Resources department as soon as possible. Any absence due to jury service should be requested in the Holiday & Absence System. Where justified, the Company will make representations to the Court to ask if jury service may be postponed if your absence would have a severe impact on client programmes or Company business.

If called for jury service, you will be entitled to paid absence. You will receive a certificate, to be signed by the Company, authorising reimbursement from the Court for loss of earnings. You will be paid your normal salary during the jury service less the amount received from the Court, which should be notified to the Human Resources department. Failure to do so will forfeit the Company's obligation to pay salary during jury service.

2.1 Reservist Leave

Edelman UK has signed the Armed Forces Covenant and we are proud to be an armed forces-friendly organisation. This Government led initiative means that we support reservist employees, allowing unpaid leave for training and deployment. Employees are able to take 10 days unpaid leave each calendar year which can be specifically used for armed forces annual training. Should you be a reservist and wish to attend annual training then please speak with your Line Manager/ Managing Director who will be able to discuss this in more detail with you. Booking unpaid leave should be requested within the Holiday & Absence system.

Once an employee has completed their reservist training, they should provide a copy of their certificate of completion to the HR team which will be saved to their personnel file.

Please contact the HR team if you have any specific questions in relation to unpaid reservist leave.

