Maternity Policy

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A) Purpose and scope

This policy explains the rights and support available to you if you are pregnant, have recently given birth, or are taking maternity leave. It applies to all employees of Pineapple Partners, whatever your length of service. It is intended to sit alongside your legal rights, not replace them, and where the law changes the law takes precedence.

B) Some terms we use

- EWC is the Expected Week of Childbirth, the week your baby is due.
- Qualifying week is the 15th week before your EWC. Several of your rights are measured from this point.
- Maternity leave is made up of Ordinary Maternity Leave (the first 26 weeks) and Additional Maternity Leave (a further 26 weeks), giving up to 52 weeks in total.

C) Time off for antenatal care

Once pregnant, you are entitled to reasonable paid time off during working hours for antenatal care. This covers not only medical appointments but also related activities recommended by your doctor, midwife or health visitor, such as parenting or relaxation classes. We may ask to see your appointment card after the first appointment. Partners of a pregnant person are entitled to unpaid time off to attend up to two antenatal appointments.

D) Your health and safety

Your wellbeing, and your baby's, matters to us. Once you have told us you are pregnant, we will assess your role for any risks and make reasonable adjustments to your duties, hours or conditions where needed. If a risk cannot be removed by adjusting your work, and no suitable

alternative work is available, we will suspend you on full pay for as long as necessary to keep you and your baby safe.

E) Telling us about your pregnancy and leave

By the end of the qualifying week (the 15th week before your EWC), please tell us in writing:

- that you are pregnant,
- your Expected Week of Childbirth, and
- the date you would like your maternity leave to start.

We will write back within 28 days confirming the date your leave is due to end. You can change your intended start date by giving us 28 days' notice where possible. The earliest your leave can begin is 11 weeks before your EWC. It will start automatically if your baby arrives early, or if you are off work for a pregnancy-related reason in the four weeks before your EWC.

F) How much leave you can take

You are entitled to up to 52 weeks of maternity leave, and you do not need any minimum length of service to qualify. For health reasons you must take a minimum of two weeks off immediately after the birth. You do not have to take the full 52 weeks, but if you return early we ask for at least eight weeks' notice.

G) Maternity pay

If you have been continuously employed by us for at least 26 weeks up to and including the qualifying week, and your average weekly earnings are at or above the level set by the Government, you will usually qualify for Statutory Maternity Pay. SMP is paid for up to 39 weeks: the first six weeks at 90% of your average weekly earnings, and the remaining weeks at the lower of the standard statutory rate or 90% of your average weekly earnings. The statutory rate is set by the Government and reviewed each April.

If you do not qualify for SMP, you may be able to claim Maternity Allowance directly from Jobcentre Plus, and we will give you the form you need (an SMP1) to support your claim.

H) Your benefits during leave

Your employment continues throughout your maternity leave. Your contractual benefits, other than normal pay, carry on, and your annual leave continues to build up across the whole 52 weeks. Where you are a member of a pension scheme, we will maintain employer contributions during any period of paid maternity leave. We will talk to you about taking any accrued holiday before or after your leave.

I) Keeping in touch

You can agree to work up to 10 "keeping in touch" days during your leave without bringing it to an end or losing any maternity pay. These are optional on both sides. We will also keep you informed of anything important that affects you, such as promotion opportunities or restructures, and we will agree with you how much contact you would like while you are away.

J) Coming back to work

If you return during or at the end of Ordinary Maternity Leave, you have the right to go back to the same job. If you return after Additional Maternity Leave, you have the right to the same job, or

if that is not reasonably practicable, a suitable and comparable one on no less favourable terms. If you take your full entitlement you do not need to give notice to return; simply come back on the day your leave ends.

K) Protection from unfair treatment

You must not be treated unfairly, disadvantaged or dismissed because of pregnancy, childbirth or taking maternity leave, and doing so would be unlawful discrimination. If your role is at risk of redundancy at any point from the moment you tell us you are pregnant until 18 months after your child's birth, you are entitled to be offered any suitable alternative vacancy ahead of other affected employees.

L) Related options and policies

If you would like to share your leave and pay with your partner, you may be able to end your maternity leave early and opt into Shared Parental Leave. If your baby is admitted to neonatal care, you may also qualify for Neonatal Care Leave. Please speak to us and we will explain how these work. This policy should be read alongside our Flexible Working, Paternity, Equal Opportunities and Health & Safety policies.

M) Questions

If anything here is unclear, or you would like to talk through your options in confidence, please contact us. We would rather you asked early than worried alone.