

Maternity Pay & Leave policy

Introduction

Shield Service Group Ltd (the Company) supports equal opportunities and diversity, this Maternity & Neo-Natal Leave policy meets statutory requirements for employees. We encourage employees to return to work after maternity & neo-natal leave to continue and develop their career.

Scope

The specifics in this policy are applicable to UK employees and is in line with both UK and European Legislation. It also provides guidance to the provisions that may be made outside the UK unless local terms or legislation dictate otherwise. Maternity & Neo-Natal leave and pay in other jurisdictions will be in line with prevailing legislation.

Details - Statutory Maternity Leave

Irrespective of length of service you are entitled to take up to 52 weeks' Statutory Maternity Leave, including two weeks of compulsory maternity leave directly following the birth of your child. This period is made up of 26 weeks' Ordinary Maternity leave followed immediately by 26 weeks' Additional Maternity Leave.

Notification and confirmation requirements

When you become aware that you are pregnant, you must advise your Line Manager as soon as possible and initially discuss your maternity leave requirements. Following this discussion, your Line Manager will inform HR/Payroll.

You are required to provide written notification to your Line Manager by the 15th week before the expected week of childbirth (EWC) (the qualifying week) of the following:

- The fact that you are pregnant.
- The EWC and a Maternity Benefit Form 1 certificate (MATB1), which states the EWC and is normally issued by the midwife or GP to expectant mothers at approx. 20 weeks
- The intended start date of your maternity leave. You can change your intended start date with as much notice as possible.

HR/Payroll will confirm in writing the details of your maternity leave.

Antenatal Care

During pregnancy, you are entitled to paid time off to attend your antenatal appointments.

Starting SML

You can start your maternity leave from 11 weeks before the EWC up until the birth.

Maternity leave will automatically start if you are absent due to a pregnancy-related illness four weeks prior to the EWC. Statutory maternity leave will also begin on the day after the birth of the child if the birth is before the notified start date. This applies if the birth takes place before the start of the 11th week before the EWC.

During Maternity Leave

While you are on maternity leave, reasonable contact between you and the Company is encouraged.

You are also entitled to 10 “keeping in touch” days so you can attend work on days agreed with your Line Manager. These days do not bring your maternity leave to an end, and may be used for keeping up to date with work developments, training or for particular events. They are not compulsory for you or the Company, and should be agreed on an individual basis. The days that you do come in will be paid.

Maternity Pay

Statutory Maternity Pay consists of two elements:

- 90% of average earnings for weeks 1 to 6 of Ordinary Maternity Leave; and
- A fixed amount, set and periodically up-dated by the Government, for the following 20 weeks of Ordinary Maternity Leave and the first 13 weeks of Additional Maternity Pay.

Changes to your planned return date from maternity leave

You should let your Line Manager know as soon as possible if you decide to change your planned return date.

Employment terms and benefits during maternity leave

- Continuity of employment – maternity leave is not a break in service.
- Salary review – if applicable, salary increases can be made during maternity leave as normal.
- Annual leave – you will continue to accrue annual leave throughout maternity leave.
- Pension Scheme – for the first 16 weeks of your maternity leave, employee and employer contributions will continue as normal. During the unpaid leave, the employee and employer contributions will stop.

Stillbirth or Loss of a Baby

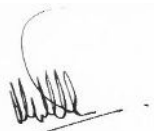
Once 24 weeks pregnancy have passed, an employee suffering a stillbirth or the loss of a young baby will be covered by normal maternity rights. Please speak to your Line Manager and HR/Payroll Department as soon as practically possible in the event of a stillbirth so that we can discuss your options and support you as required.

Returning to work after maternity leave

- You have the right to return to work after the birth of your child, provided you are still employed by the Company.
- If you return to work at the end of Ordinary Maternity Leave, you are entitled to return to work in the position that you were employed in before you went on maternity leave.
- It would be unusual, but not impossible, for your role not to be available at the end of Additional Maternity Leave. If it is not available, we will offer you suitable alternative employment – employment that may be similar to your original role. Factors which may be relevant when determining whether a job amounts to suitable alternative employment include but are not limited to the type of work; terms of employment hours, pay, location of the site and seniority.
- If you confirm that you do not intend to return work, you must give notice of your resignation in accordance with the terms and conditions of your employment contract. The Company can recruit a new role-holder on a permanent basis.

The policy will be reviewed annually from implementation.

Signed:



Date: 1 April 2025

Malcolm Rose, Chief Executive Officer - On behalf of Shield Service Group Ltd