

Family Friendly Policy

Overall Statement of Principles

The Ogilvie Group is committed to family friendly policies and supports employees' rights to Maternity and Paternity leave and pay.

The Company will ensure that all employees receive their statutory entitlements in respect of Maternity and Paternity leave and pay. The Company will comply with current legislation at all times in the form of the Employment Act 2002 and subsequent Acts pertaining to Paternity, Adoption and Flexible Working.

The statutory rights include the following:

- ▶ Time off for antenatal care
- ▶ Maternity leave and pay
- ▶ Paternity leave and pay
- ▶ Adoptive leave and pay
- ▶ Flexible Working Practice
- ▶ Protection against unfair treatment or dismissal

Under this policy the employer will seek to gain agreement with the employee to suit the needs of both parties. Applications under this policy should be submitted through your line manager to Human Resources.

By order of the Board
Ogilvie Group

