

# We're FAMILY FRIENDLY



We are committed to **putting people first** by supporting our employees through our family friendly policies.

At Liberty, we understand that each individual has **responsibilities outside of the workplace**. We aim to provide a culture to aid a **healthy work-life balance** for our employees.

We are **proud** of the **inclusive** policies we have in place to make things better and support everyone to be their **unique self** at work.



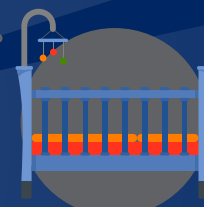
Shared  
Parental  
Leave



Additional Holidays



My Family Care



Parental  
Leave



Paternity Leave

Maternity Leave/  
Adoption Leave



Compassionate  
Leave



Flexible  
Working



Family & Caring  
Matters Network



We've **kept it simple** with this handy quick guide. If you have any questions, please contact the **HR Operations team**.



**Liberty**  
Specialty Markets

- The right to take up to **52 weeks'** maternity leave
- The equivalent of **26 weeks' full pay** for those with over 26 weeks' service at the 15th week before EWC/the placement of a child for adoption
- **Unpaid leave** for those who have less than 26 weeks' service at 15th week before the EWC/the placement of a child for adoption
- Surrogacy rights fall under the Adoption Leave policy

### Maternity Leave/ Adoption Leave



- Up to **6 weeks' additional leave** at full pay for those with over 1 years' service at the 15th week before EWC, plus 2 weeks' statutory at full pay
- For those with between 37 weeks' to 52 weeks' service, up to **1 weeks' full pay** & 1 week SPP
- **2 weeks' leave at SPP** for those with 26 weeks' to 37 weeks' service at 15th week before the EWC
- **2 unpaid weeks' of leave** for those who have less than 26 weeks' service at the 15th week before the EWC

### Paternity Leave



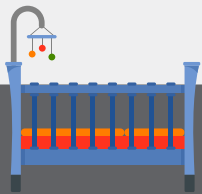
- The right to share up to **50 weeks' shared parental leave** with your partner if you have at least 26 weeks' service by the end of the 15th week before the EWC
- The right to share up to **37 weeks' shared parental leave pay** with your partner if you have at least 26 weeks' service by the end of the 15th week before the EWC

### Shared Parental Leave



- The right to take up to **18 weeks' unpaid parental leave** in respect of each child under the age of 18
- LSM employees must have at least 1 years' continuous service
- A maximum of **4 weeks' parental leave** can be taken in any one year

### Parental Leave



- The **Family and Caring Matter network** is open to anyone who has responsibilities relating to the care of another person (or is interested in better supporting colleagues who do)
- The network was born in recognition that an **inclusive and engaged workforce** is the cornerstone of a high-performance company, where everyone has equal access to opportunities throughout their careers
- Email [FamilyandCaringMatters@libertyglobalgroup.com](mailto:FamilyandCaringMatters@libertyglobalgroup.com) for further information

### Family & Caring Matters Network



- Regardless of length of service, Liberty offer an **additional 2 days' paid leave** for employees getting **married/civil partnerships**
- Regardless of length of service, any employee who is buying a property is eligible to have an **additional day off to move, at full pay**
- Employees may choose to **buy/sell up to five days' holiday each year**. Available during the annual Holiday Trading Window (November/December)

### Additional Holidays



- **20 days' paid leave** for an immediate family member (Spouse or Child)
- **3 days' paid leave** for all other family members
- Liberty will **support** those with bereavements in their immediate family and will always put people first by being **flexible** depending on circumstances

### Compassionate Leave



- We trust people to act responsibly and many of our employees informally work flexibly, for example flexible start and finish times, or working from home. We are open to discussing **informal flexible working options** with both prospective and current employees
- All employees can also request a **formal flexible working arrangement**, once they have worked for Liberty for 26 weeks

### Flexible Working



- Employees are covered for up to **ten funded sessions of emergency care** per annum for their children or adult dependants
- One session covers: 1 day at a nursery/holiday club, up to 10 hours at a child-minder, or up to 5 hours with a nanny or home carer
- Sessions can be arranged via the **Backup Care App** within as little as 30 minutes
- This benefit is available to all LSM employees in the UK

### My Family Care

