

Parenthood Policy

This policy sets out the support that team members may receive when they become parents or take on parental responsibility for a child. It details the time off and, in many cases, the enhanced payments available to eligible team members, as well as what needs to be done to make the most of these benefits. It provides an equal and consistent approach for anyone becoming a parent or taking on parental responsibility and applies equally to all team members irrespective of gender identity, gender expression or sexual orientation.

This policy does not form part of any team members contract of employment and may be amended or withdrawn (in whole or in part) at any time and works in conjunction with respective policies as appropriate.

Who is this for?

This policy applies to:

- Team members
- Line managers

In the following countries:



Why is this important?

As outlined in our [Diversity and Inclusion policy](#), at Whitbread we believe that our teams should be as diverse as the communities that we serve and a place where they will be welcomed, be able to be themselves at work, and feel a sense of belonging.

There are legal rights and entitlements to leave and pay for the different types of leave for parenthood which apply even if the team member has more than one baby. These rights provide protections and standards for both Whitbread and any team member and are subject to the following core (but not limited to) legislation:

United Kingdom	Republic of Ireland	Isle of Man	Guernsey	Jersey
Employment Rights Act 1996	Maternity Protection Acts 1994 and 2004.	Employment Act 2006	Conditions of Employment Law 1985	Employment Law 2003, 2020
Employment Relations Act 1999	Adoptive leave Act 2005	Equality Act 2017	Employment Protection Law 1998	Employment Relations Law 2007
Employment Act 2002	Paternity Leave and Benefit Act 2016	Maternity Leave Regulations 2007	The Sex Discrimination (Employment) Ordinance 2005	Discrimination Law 2013
Work and Families Act 2006	Family Leave and Miscellaneous	Paternity Leave Regulations 2007		
		Adoption Leave Regulations 2007		

Children and Families Act 2014.	Provisions Act 2021 Parental Leave Acts 1998 -2019			
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This policy has been formed based on the Advisory, Conciliation and Arbitration Service ([ACAS](#)) code of practice.

When does it apply?

Each of the respective Parenthood Policies below will have differing criteria on when they apply. To be eligible for the entitlements listed within them team members must be employed by Whitbread at the specific qualifying point detailed for each entitlement.

What makes it work?

A few definitions used in the Parenthood policies and guidance:

AAL	Additional Adoption Leave
AML	Additional Maternity Leave
CML	Compulsory Maternity Leave
CAP	Company Adoption Pay
CMP	Company Maternity Pay
CPP	Company Paternity Pay
EWC	Expected Week of Childbirth. This is the date on the MATB1 and starts on the Sunday of (or before) the due date.
EWP	Expected Week of Placement
KIT Day	Keeping in Touch Day
MATB1	Maternity Certificate given by a doctor or health professional showing the EWC
Matching week	The week in which notification is received by the adoption agency of having been matched with a child
OAL	Ordinary Adoption Leave
OML	Ordinary Maternity Leave
OPL	Ordinary Paternity Leave
SAP	Statutory Adoption Pay
ShPP	Statutory Shared Parental Pay
SMP	Statutory Maternity Pay
SMP1	A form provided if the team member is not entitled to SMP where they may be able to claim a Maternity Allowance from the Government

SPP	Statutory Paternity Pay
SPL	Shared Parental Leave
SPLIT Day	Shared Parental Leave In Touch Day

More detail can be found in the respective Parenthood policies linked below:

Support available

In addition to the Parenthood policies, there are a number of other policies and areas that can support throughout the different stages of Parenthood:

<p>Flexible Working</p> <p>Team members can ask to change working pattern - see our Flexible Working Policy. Requests for alterations to working patterns on return from any parental leave should be submitted in good time prior to when the arrangement needs to begin.</p>	<p>Parenthood coaching</p> <p>Designed to support team members whilst planning parenthood leave, during the leave itself and during transition back into the world of work as a parent.</p> <p>Through our Employee Assistance Programme, provided by Hospitality Action and Nest Parenting, support can be accessed from a Nest Parenting advisor to talk through any parenting concerns.</p> <p>Some of the topics covered include:</p> <ul style="list-style-type: none"> • Preparing for a growing family • Exploring the impact of changing roles and identities as parents and professional • Dealing with the impact on energy levels • Managing 'spill over' and guilt • Managing expectations • Exploring alternative working patterns • Managing periods of leave 	<p>Wellbeing</p> <p>Wellbeing is critical for our teams to feel happy and engaged at work, bringing the best service for our guests while feeling supported and cared for.</p> <p>Safeguarding this approach and enabling an environment is of paramount importance to us.</p> <p>Our Wellbeing hub provides a wide array of support across the three main areas of Wellbeing; mental health, physical and financial wellbeing. Tools, resources, learning and links are available both for team members and their families.</p>
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	<ul style="list-style-type: none"> • Returning to work with confidence and ease • Practical and emotional challenges • Making the best of your time with children 	
<p>Workplace Adjustments This policy describes Whitbread's approach to and provision of workplace adjustments for team members who may need to have adjustments to the way they do their jobs as a result of any life changes.</p> <p>Adjustments are about recognising that we need to ensure we provide equitable adjustments so that everyone can realise their full potential.</p> <p>In reality an adjustment can be anything that removes and/or minimises any disadvantage faced by a team member to perform their job role. Whether any adjustment is made will depend on whether the adjustment required is reasonable. Some examples:</p> <ul style="list-style-type: none"> • Amendment to procedures e.g., changing shift patterns for team members • Time off for medical treatment, e.g., regular check-ups or physiotherapy • Adaptations to standard location and duties, e.g., allowing working from home or in a different job 	<p>Buddy Schemes The purpose of the buddy scheme is to both nurture and complement a positive, empathetic and supportive experience for team members who are planning to start a family, are expectant parents or are new parents.</p> <p>A parenthood buddy is someone who has a shared experience and can provide additional advice or recommendations throughout what is often an exciting but also an overwhelming time. The buddy is in addition to and not in place of a Line Manager's role and responsibilities, with the buddy relationship facilitated and supported by both Line Managers and our Gender Equality Network GEN.</p> <p>Refer to the Buddy Scheme intranet page to see if they are available in your region or site. If not speak to your line manager to see if there is some local support that can be arranged.</p>	

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| <ul style="list-style-type: none"> Flexibility in tasks undertaken, e.g., in supporting a team member who is experiencing a period of mental ill-health | | |
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How does it work?

Refer to the individual policies and guidance below for more specific information on the entitlements and support available:

Adoption, Fostering and Surrogacy

This policy sets out the support that team members may receive if they are adopting, fostering or having a child through surrogacy. This details the time off and, in many cases, the enhanced payments available and what is required to make the most of these benefits.

Fertility treatment Guidance

At Whitbread, we want to support team members undergoing fertility treatment. We understand it can be emotionally stressful and team members need support, especially if a cycle of treatment is not successful. It is also likely that team members may need time off work to go to appointments for fertility treatment (including accompanying their partners, surrogate, or co-parent regardless of gender identity, gender expression and sexual orientation).

Maternity

This policy sets out the support that team members may receive if they become pregnant. This details the time off and, in many cases, the enhanced payments available and what is required to make the most of these benefits.

Parental Bereavement

This policy outlines what support is available to team members, in terms of leave and pay, following the loss of a child under the age of 18.

Parental Leave

Parental leave offers qualifying parents the right to take unpaid time off work to look after their child or make arrangements for their welfare. The right to parental leave is in addition to maternity, adoption and paternity leave rights and Parental leave is intended to be used for the purpose of caring for a child beyond maternity, adoption or paternity leave

Paternity

This policy sets out the support that team members may receive if in the case of paternity and applies equally to all employees irrespective of gender identity, gender expression or sexual orientation.

Team members who are the second parent and have a spouse, partner or civil partner that is a birthing parent or primary adopter and have, or expect to have, ongoing responsibility for bringing up the child, may qualify for a period of Paternity Leave.

Pregnancy Loss Guidance

Pregnancy loss is sadly more common than many people think. An estimated one in four pregnancies ends in miscarriage (source: The Miscarriage Association); one in every 200 births in the UK each year is classed as stillborn; and it is estimated that one in three women will have an abortion in their lifetime. This guidance outlines the support available to team members and line managers when experiencing pregnancy loss.

Shared Parental Leave

Shared parental leave gives more choice in how two parents can care for their child during the first year of birth or adoption. Its purpose is to give parents more flexibility in considering how best to care for and bond with their child.

Time off for dependants

This policy outlines what support is available in terms of leave to deal with emergency situations for a dependant.

Updates to this policy

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