

## PARENTAL LEAVE POLICY

### Introduction

At REGROW, we aim to create inclusive and flexible workplaces that support and enable all parents to take an active role in caring for your family and giving your children the best start in life.

Families come in all shapes and sizes, which is why our policies are designed to support all parents. This includes same--sex couples, adoptive and foster parents, kinship and surrogacy arrangements.

### Scope and Application

This policy applies to all ongoing Regrow employees in the United States of America, and Australia from the day you start working with us.

### Benefits at a Glance

The following table outlines the parental leave benefits available to REGROW employees.

Paid parental leave (primary and secondary carers)	Employees can access 6 weeks paid leave at your full rate of pay. This can be taken as: <ul style="list-style-type: none"><li>• 6 weeks paid leave at full pay;; or</li><li>• 12 weeks paid leave at half pay.</li></ul>
Unpaid parental leave	Employees can access 12 months unpaid parental leave (inclusive of any periods of paid parental leave), with the option to extend for a further 12 months.
Support for Adoption, Permanent Foster Care and Kinship Care	Paid and unpaid parental leave benefits are available to adoptive and permanent foster parents and kinship care arrangements of children under 16 years old.  This includes up to 2 days of unpaid pre--adoption leave to attend any interviews or examinations required for the adoption of a child.
Support for Stillborn	In the tragic circumstances of stillbirth, the death of a baby before or during birth, from the 20 <sup>th</sup> week of pregnancy onwards, you remain entitled to paid and unpaid parental leave.
Shared leave arrangements for couples	Where Regrow employs both parents, you can take paid parental leave: <ul style="list-style-type: none"><li>• at the same time (concurrent leave) or</li></ul>

	<ul style="list-style-type: none"> <li>• one after another (consecutive leave)</li> </ul>
Government Paid Parental Leave	In addition, employees may be eligible to government paid parental leave. For Australia, employees may be eligible for Paid Parental Leave or Dad and Partner Pay. For more information about eligibility, the application process and entitlements, visit the Department of Human Services/ <a href="#">Centrelink Parental Leave</a> .
Keeping In Touch	REGROW will discuss keeping in touch arrangements before you commence parental leave. Employees can access 10 keeping in touch days per year of parental leave at full pay.
Superannuation	Superannuation contributions will be made on paid parental leave, although not on any period of unpaid parental leave.
Flexibility	<p>Regrow believes that work flexibility can be achieved in all roles and encourage you to discuss how you believe it can work for you personally and the company.</p> <p>We recognise that this will mean different things for different people and different work types at different times. It's not where you are, it's what you do. It's about delivering for our team and our customers, based on performance and outcomes.</p>
Company Equipment	Employees on paid and unpaid parental leave can retain your regular company equipment such as laptops and mobile phones while on leave.

## Responsibility and Accountability

### Taking parental leave

#### 1. Paid Primary Carer Leave

In many cases, the primary caregiver of the new baby will be the birth mother or adoptive mother but in some cases the primary caregiver may be a partner or spouse. If you are the primary caregiver, you can take Primary Carer leave of 6 weeks. This can be taken as:

- 6 weeks paid leave at full pay;; or
- 12 weeks paid leave at half pay.

#### 2. Partner/Secondary Carer Leave

If you are not the primary caregiver and your partner has a child, or you adopt a child together, you can take Secondary Carer leave of 6 weeks. This can be taken as:

- 6 weeks paid leave at full pay;; or
- 12 weeks paid leave at half pay.

In addition to this, you are also entitled to 2 weeks unpaid dad and partner leave. You cannot access partner/secondary carer leave, if you have already accessed primary carer leave.

### 3. Leave applications

Leave applications need to be made in writing to your manager with at least 10 weeks' notice. Applications must include the intended start and end dates of the leave, as well as a medical certificate or statement from adoption/foster/kinship agency to support the actual or expected date of birth/placement of a child.

At least 4 weeks before the intended start date of leave, you must re--confirm the intended start and end dates or advise of any changes. Variations (including reductions or extensions) require 4 weeks' written notice and are subject to agreement.

Where requests to commence parental leave are earlier than anticipated (i.e. 1--2 weeks), these will not be unreasonably denied.

### 4. Shared leave arrangements for couples

Where both parents work at REGROW, you can take paid parental leave:

- at the same time (concurrent leave) or
- one after another (consecutive leave)

The total leave taken including unpaid parental leave must not exceed 24 months, and must commence with 12 months of the expected birth/placement of a child.

### 5. Stillbirth

In the tragic circumstances of stillbirth, the death of a baby before or during birth, from the 20th week of pregnancy onwards, you remain entitled to paid and unpaid parental leave.

Eligible employees are not required to resubmit a new Parental Leave Application Form in the case of a Stillbirth. The original application will remain in force. In the case of a Stillbirth an employee may (at their full discretion) request to return to work by giving 4 weeks' written notice to their manager.

### 6. Wellbeing considerations during pregnancy

We are committed to the wellbeing of all employees. Where it is unsafe for an employee to continue their usual position because of their pregnancy, she will be transferred to a safe job at the same pay, hours of work and other entitlements.

Where no safe job is available, you will be paid your usual salary but not required to work..

Pregnant employees, who wish to work the six weeks before birth, will be asked to provide a medical certificate.

### Other parental leave matters

#### 7. Unpaid special parental leave

In addition to personal leave and paid and unpaid parental leave, a pregnant employee can take unpaid special maternity leave if:

- she has a pregnancy--related illness or
- her pregnancy ends after 12 weeks because of a miscarriage, termination or stillbirth

If an employee takes special maternity leave because of a pregnancy--related illness, the leave will end when the pregnancy or illness ends, whichever is earlier. If she takes leave because of a miscarriage, termination or stillbirth it can continue until she is fit for work.

Applications for special parental leave need to be as soon as possible and outline the expected leave dates.

#### 8. Keeping in touch

Before you go on parental leave, talk to us about the type of communication you want during your leave. This could include invitations to professional development, social events and REGROW communications. We will also take reasonable steps to contact you about significant events within the company that may impact your position.

In addition to paid parental leave, you can also access up to 10 paid keeping in touch days per year of parental leave. This includes attendance at team meetings or events, professional development.

#### Returning from parental leave

At least 4 weeks' before the expiration of your parental leave, you should confirm your intention to return to work. We encourage you to discuss flexible work arrangements with your manager and how we can support your transition back to the workplace.

You are guaranteed to return to work immediately after paid or unpaid parental leave, to your pre--parental leave position. If this position no longer exists, an available position for which you are qualified and suited and which is nearest in status and pay to your pre--parental leave position.

#### **Further Information**

To discuss REGROW's parental leave policy, please speak with your manager. Alternatively contact Anastasia or Bill if you have any concerns.

<b>Approved By</b>	<i>Anastasia Volkova, CEO</i>
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