

UK Maternity Leave Policy

Overview

Inmarsat supports equal opportunities and diversity and has developed a Maternity Leave Policy which meets and may exceed statutory requirements for employees. Coupled with our Flexible Working Policy, we encourage employees to return to work after maternity leave to continue and develop their career at Inmarsat.

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 leave and pay in other jurisdictions will be in line with prevailing legislation.

Details

Statutory Maternity Leave

Irrespective of length of service at Inmarsat, 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 should advise your Line Manager as soon as possible and initially discuss your maternity leave requirements. Following this discussion, your Line Manager will inform HR.

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 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 also 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 Inmarsat is encouraged. Remote access to our Intranet will continue as normal so you can keep up to date with company related news.

You are also entitled to 10 "keeping-in-touch" days so you can come into the office 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 Inmarsat, 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.

Additional Maternity Pay is paid as top-ups by Inmarsat

- > Top-up of the 90% Ordinary Maternity Leave payment in weeks 1 to 6 to make 100% salary
- > Top up of the fixed amount in weeks 7 to 16 of Ordinary Maternity Leave to make 100% salary.

A schematic is enclosed at Appendix I.

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

> *Health Cover*

Health and dental covers for you will continue for the entire period of your maternity leave (including the SMP and unpaid period). You will be able to include your baby in the healthcare scheme once it was born by e-mailing HR. Please note that you will not be able to add a partner at that time.

> *Bonus plan*

You will be eligible to receive bonus payments for the period that you were at work plus the period of Ordinary Maternity Leave for which you receive pay.

> *Salary review*

If applicable, salary increases can be made during maternity leave as normal.

> *Benefits*

All benefits will continue as normal during the entire period of maternity leave.

> *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.

If you choose to continue your maternity leave into the SMP period, the company will pay your employee pension contributions for you. The employer contributions will remain unchanged so that the total contributions being paid into your pension will remain unchanged.

During the unpaid leave, the employee and employer contributions will stop.

Stillbirth or Loss of a Baby

Once 24 weeks of pregnancy have passed, an employee suffering a stillbirth or the loss of a young baby will be covered by normal maternity rights as well as by Inmarsat's parental bereavement leave policy. Please speak to your manager and HR partner 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 Inmarsat.
- > 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 and overtime; seniority.

- > If you confirm that you do not intend to return to work, you must give notice of your resignation in accordance with the terms and conditions of your employment contract. Inmarsat can recruit a new role-holder on a permanent basis.

Shared Parental Leave

You and your partner are both entitled to take shared parental leave. You should discuss with your Line Manager if you choose to take shared parental leave. Please see the Shared Parental Leave Policy for more detailed information.

