

Maternity Policy

Contents

1. Introduction
2. Key terms
3. Notification process
4. Health and safety
5. Taking time off during pregnancy and sickness absence
6. Entitlement to maternity leave
7. Maternity pay and eligibility
8. KIT days
9. Annual leave and bank holidays
10. Miscarriage and stillbirth
11. Your pension
12. Returning to work

1. Introduction

This Maternity Policy (the “Policy”) applies to productions affiliated with The Walt Disney Company Ltd. in the UK (collectively the “Production”).

The Policy applies to all cast and crew directly employed by the Production regardless of age, disability, race, ethnicity, religion or belief, sex, gender identity, gender expression or sexual orientation, whether married, in a civil partnership, pregnant or on maternity. It does not apply to loanouts, agency workers, self-employed contractors, consultants, volunteers, or those partaking in work experience.

The Policy does not form part of the Production’s Deal Memo or any other contractual terms, and we may amend it at any time.

Any information you provide to us about your health will be processed lawfully and in accordance with the Productions’ Cast and Crew Data Protection Notice.

We endeavour to ensure all expectant parents are given support and encouragement before, during, and on their return to work from maternity leave. This Policy outlines the statutory rights and responsibilities of cast and crew relating to maternity leave and pay.

2. Key terms

Additional Maternity Leave (AML)

A further 26 weeks’ additional maternity leave following OML

Engaged

For the purpose of this Policy, “engaged” refers to those who are directly employed by the Production as PAYE

Expected Week of Childbirth (EWC)

The week, starting on Sunday, in which your doctor or midwife expects you to give birth

Keeping in Touch days (KIT)

Up to 10 days you can work during maternity leave without ending OML or AML

MATB1

The maternity certificate, or form, which is provided to confirm a pregnancy and confirm the EWC

Ordinary Maternity Leave (OML)

The first 26 weeks of maternity leave

Qualifying Week

The 15th week before the EWC

Statutory Maternity Pay (SMP)

A weekly payment for those on maternity leave at a rate decided by the Government

Supervisor

For the purpose of this Policy, the Supervisor is the person to whom you report, regardless of their title

3. Notification process

We encourage you to notify your Supervisor and HR, where you feel comfortable, of your pregnancy and before the Qualifying Week so that a personal risk assessment may be completed to identify any preventive or protective measures that may need to be considered and/or implemented. This will be conducted in confidence by your HOD and the Production Safety team.

Prior to the Qualifying Week, you must provide HR with written confirmation of your EWC, and the date upon which you would like to start your maternity leave. In addition, your doctor or midwife should issue a MATB1, a copy of which you must supply to HR who will share it with the relevant people.

If you have any concerns about your health and safety at any time, please speak with your Supervisor or HR immediately.

Within 28 days of your notification to the Production of the date upon which you plan to start your maternity leave, HR or the Accounts team will provide you with written confirmation of your entitlements, if any, to maternity leave and associated pay, as well as your leave dates. If you wish to make any changes to your leave dates, you may do so upon 8 weeks' written notice to HR.

4. Health and safety

Based on the results of the risk assessment, the Production will take such steps as necessary to ensure you and your baby's health and safety while onsite. This may include, but is not limited to:

- Changing your working conditions or hours of work
- Offering you suitable alternative work on terms that are not substantially less favourable
- Suspending you on full pay from your duties if no such suitable alternative work is available (unless you refuse reasonable and suitable alternative work, as determined by the Production Safety team and confirmed by your doctor)

5. Taking time off during pregnancy and sickness absence

You are entitled to paid time off to attend antenatal appointments during your pregnancy.

Antenatal appointments include visiting your GP or midwife for pregnancy-related appointments or parenting or antenatal classes. If possible, schedule such appointments for the start or at the end of the day and let your Supervisor know with as much notice as possible.

The Production has the right to ask you to provide proof of an appointment.

Any pregnancy related sickness will not count towards your overall sickness allowance and will be recorded separately, although you should report such sickness in accordance with the normal process for recording sickness absence.

6. Entitlement to maternity leave

You are entitled to 1 year (52 weeks) of maternity leave.

You may determine which date to start your maternity leave, although the earliest you can start your leave is 11 weeks before the EWC. You must provide HR with 8 weeks' notice if you choose to amend your maternity leave start and end dates, although the leave will automatically start the first full day after you have given birth if you have not chosen to start prior to that date.

If you take time off with a pregnancy related sickness absence after the 4th week before EWC, your maternity leave will automatically start.

UK law prohibits you from returning to work before two weeks following childbirth.

The first 26 weeks of your 52 weeks of leave is considered OML, and the second 26 weeks is considered AML.

7. Maternity pay and eligibility

Based upon the length of your engagement, you may be entitled to receive SMP.

You will qualify for SMP if you meet the following criteria:

- You have been continuously engaged with the Production for at least 26 weeks by the Qualifying Week
- Your average weekly earnings during the 8 weeks ending with the Qualifying Week are not less than the lower earnings limit set by the Government each tax year
- You have complied with the Production notification process as defined above

Payment will be made at 90% of your average weekly earnings (before tax) for the first 6 weeks. This is followed by up to 33 weeks' at SMP (or 90% of your average weekly earnings, whichever is lower). SMP is paid at a prescribed rate set by the Government for the relevant tax year.

If you commence employment with another company whilst receiving SMP from the Production, you must notify HR.

If you are not eligible for SMP, you may be entitled to Maternity Allowance. Further details can be found on the Government website: www.gov.uk.

8. KIT days

You may work up to 10 days during your maternity leave without losing your statutory payments. This is not compulsory and must be discussed and agreed with your Supervisor.

KIT days will be paid in addition to any SMP payments in the following pay period of the KIT Day being worked.

KIT days can be used as a half day or a full day. These are an opportunity for you to meet with your Supervisor and/or to help you gradually return to work.

9. Annual leave and bank holidays

You will continue to accrue annual leave whilst on maternity leave, which you are able to take at the beginning or end of your maternity leave if you wish. If you are unable to reasonably do so, you may be paid for unused annual leave in your first salary following your return from maternity leave.

You will also accrue your bank holiday allowance whilst on maternity leave, which may be taken at the end of your maternity leave. If you are unable to reasonably do so, you may be paid for any untaken bank holidays in your first salary following your return from maternity leave.

10. Miscarriage and stillbirth

In the unfortunate circumstance that a pregnancy ends in miscarriage or stillbirth before 24 weeks' pregnancy, any applicable leave will be considered compassionate leave.

If such miscarriage or stillbirth occurs after 24 weeks' pregnancy, you are entitled to the full maternity leave outlined in this Policy.

11. Your pension

The Production will pay your employer pension contributions throughout your maternity leave, and while you are receiving SMP your personal deductions will continue at the same percentage as usual. The deductions will be based on the amount of any maternity pay you are receiving, unless you inform Payroll that you wish to make up any shortfall. Once SMP payments are over, these payments will stop.

12. Returning to work

The Production expects you to return to work on your documented return date, unless you provide the Production with 8 weeks' prior written notice that your leave dates are changing.

If you return to work before or at the end of the period of OML, you have the right to return into the same role as when you left for maternity leave. However, if you return after the OML, you will be returned to the same role if possible, or a similarly situated role on no less favourable terms and

conditions. If the Production you were engaged on when you were placed on maternity leave has wrapped, there is no obligation to place you on a different production.

In the event of the Production or department closing or wrapping as per the usual production lifecycle, your Supervisor/Production office/HR will be in contact with you. If you are in receipt of SMP, any remaining SMP will be paid out as a lump sum.

If you decide that you do not wish to return to work after your maternity leave, you are required to give us notice of your resignation. Your notice period to resign is set out in your contract of engagement. This notice can run alongside maternity leave and pay.