

We regularly update this document. Make sure you have the latest version by downloading it from the intranet.

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Maternity Leave Support Pack

This pack gives employees and line managers a step by step guide to Maternity Leave. We're committed to supporting employees with balancing family care and work. Maternity Leave supports this commitment.

This Support Pack can be accessed at home by going to RBSPeople.com.

This support pack is not contractual and is subject to change at RBS discretion. This support pack will be reviewed from time to time to make sure it continues to meet RBS legal obligations and its business needs.

Who's this for?

Managers and employees in the United Kingdom (including Northern Ireland) and Offshore (Channel Islands, Gibraltar and Isle of Man) (excluding agency workers).

If you work Offshore, you should also read the Offshore addendum which has extra information on maternity leave and pay.

What do we expect?

This pack tells you exactly what we expect you to do – you need to follow it to make sure you're in line with our policy.

That means you should read it in conjunction with our maternity policy. The policy outlines our principles to make sure we're consistent in our decisions, as well as making sure we meet our legal and regulatory obligations.

If you're dealing with a complicated case or if you need more help, you can contact HR (HR > Contact HR).

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Part 1. Who to contact and when

When to speak to HR People Services

If you can't find the answer to your question in this pack, or you're dealing with a complex maternity query, use the 'Contact HR' option on the Intranet (HR > Contact HR). You can search some frequently asked questions or send HR People Services a message.

Who to speak to if you need support

You can speak to one of the consultants through our confidential Employee Assistance Programme. They can help you with situations that you're finding difficult or give you advice on dealing with sensitive issues.

Call them on 0808 234 5303 in the UK, 1800 938 707 in Ireland or 00 44 203 936 1239 if you're in Gibraltar.

You can also go online. You'll need these details:

- Employee Assistance Programme
- External access: www.guidanceresources.com
- Web ID: RBS
- Change the flag icon to choose your location

You can also download the app which will provide 24/7 access to support and information. Search for "GuidanceResources" in your app store to install the mobile app.

- Web ID: RBS

Part 2. Key actions checklist

Before taking leave, it's important that employees and their line manager take the time to read through this support pack. This checklist provides a summary of key actions you should take at each stage.

Before Maternity Leave

| For employees | For managers | Forms/documentation required | Completed |
|---|--|---|-----------|
| <p>Read the policy and support pack to understand your entitlements.</p> <p>Go to Workday and submit your absence request including your due date and intended leave date: By the 15th week before your baby is due</p> | <p>Congratulate the employee.</p> <p>Familiarise yourself with the Maternity policy and this support pack.</p> <p>Review the New and Expectant Mothers policy and arrange a risk assessment in a timely manner.</p> <p>Discuss how they are feeling health wise and remember in the first 3 months (sometimes longer) nausea and tiredness amongst other ailments can affect an employee. It's worth exploring with your employee whether they need any support.</p> <p>Gain an understanding of when the employee anticipates their child will be born.</p> <p>Confirm documentation that needs to be completed.</p> <p>Remind pregnant employees who wear corporate dress that they can order new maternity clothes (Page 8 for detail).</p> <p>All pregnant employees are protected against unfair dismissal and detrimental treatment on pregnancy related grounds.</p> | <p>Employee needs to upload the required supporting evidence to Workday (e.g. MATB1 or if you're in Offshore a certificate/doctors letter – copies will suffice).</p> <p>Please retain the original for your own records.</p> <p>You will receive a letter detailing your leave and pay entitlements.</p> | |
| <p>Advise your line manager of date, time and frequency of ante natal appointments.</p> | <p>Discuss how you can support your employee's attendance at these appointments.</p> | | |
| | <p>Review the employees work priorities and identify any pieces of work which cannot be completed before they commence leave.</p> <p>Reallocate or get support to complete work.</p> | | |
| <p>Discuss with your line manager how they can support you before, during and after your leave.</p> | <p>Discuss how you can support your employee before, during and after their Maternity Leave.</p> <p>Advise your employee that our Employee Assistance Programme have a number of tools which can</p> | | |

| | | | |
|--|--|--|--|
| | support them. | | |
| Complete your performance review paperwork ahead of your review meeting. | Book an appointment about 5 weeks before Maternity Leave is due to start to review their performance and complete the performance review paperwork. | Complete your performance management review. | |
| Work with your line manager to prepare a handover plan and if appropriate a return to work plan. | Identify resource to cover the absence – if possible have an overlap to support a handover/training. Work with your employee to prepare a handover plan and if appropriate a return to work plan. | | |
| Ensure you understand the leave process and the impact on pay and benefits as relevant. | Ensure you understand the leave process and the impact on pay and benefits as relevant. | | |
| Nominate a buddy/sponsor to keep up to date with general news about your branch or department. | Agree buddy/sponsor and confirm the role you both see them taking. | Provide your chosen colleague with the Buddy/Sponsor Support Pack (HR > Absence > Maternity Leave). | |
| Consider whether you would like to receive any regular standard Group communications (i.e. Your Career, Outside In). | Confirm how you will keep in touch with your employee (i.e. booked calls, emails, text etc.) Identify what kind of information the employee would be interested in receiving e.g. prompts about when to complete forms etc. There are no rules about how often you should keep in touch with an employee on Maternity Leave – this is very much individual preference and you should work with your employee to agree the best approach. | Provide your chosen colleague with the Buddy/Sponsor Support Pack and the Keeping in Touch checklist (see Appendix). | |

During Maternity Leave

| For employees | For managers | Forms/documentation required | Completed |
|---|--|---|-----------|
| Advise your line manager if your baby is born before your maternity leave start date. This is the date provided on your Maternity Leave request on Workday. | If you need to make a change to the start date of leave, you can update this on Workday. You should do this as soon as possible. | Contact line manager providing the actual birth date. | |
| | During your employee's leave it is important that you review the payroll analysis you receive in order to check that the pay during leave is correct. This can help to prevent overpayments that the employee will be required to repay in the future. | | |
| Throughout your leave the Maternity Team are available to any answer questions. | | | |

Returning to Work

| For employees | For managers | Forms/documentation required | Completed |
|---|---|--|-----------|
| Arrange a return to work meeting with your line manager 8 weeks before your expected return to work date. | Update Workday with the return to work date | | |
| Should you wish to consider options for flexible working, you should speak to your line manager in the first instance. There are two options, either an informal route or a formal route. The formal route may take longer to process and you should apply in writing to your line manager in good time prior to your return to work. Submitting an application preferably 8 weeks before you return. | | Complete the Flexible Working Application Form on the Intranet. For more information on both options, refer to the Flexible Working Support Pack (HR > Working here > Life balance). | |
| If you decide not to return to work after your leave, you must provide contractual notice as outlined in your contract of employment. | | Provide confirmation of your resignation in writing to your line manager. | |

Part 3. Before maternity leave

Illness prior to Maternity Leave

If you're ill and unable to work, you'll be able to take sick leave until the agreed Maternity Leave start date.

You should inform your line manager of any illness, as outlined in the Sickness Absence Policy, and line managers are entitled to ask for evidence of the absence reason.

The above applies unless you're unfit to work as a result of a pregnancy related illness within 4 weeks of the expected week of childbirth. In this case your Maternity Leave needs to start the day after the first day of absence. Please note this does not apply to employees based in Jersey.

Line managers will need to close-off the absence on Workday and update the employees Maternity Leave request with the new start date.

If the Maternity Leave starts automatically due to health reasons, any Occupational Maternity Pay (OMP), Statutory Maternity Pay (SMP) or Maternity Allowance will start the day following the first complete day of leave. For example, if you're unwell on a half day Wednesday, and you have a full day of leave on the Thursday then maternity pay will start on the Friday.

Performance Review

The performance review process needs to be completed before Maternity Leave starts. We recommend that the process is completed at least 5 weeks before leave is scheduled to start but this may not always be possible.

Health and Safety risk assessment for new and expectant mothers

Risk assessment

The majority of employees are able to work up until the start of the Maternity Leave. RBS has a legal responsibility for you and your child's health and safety whilst at work. A number of factors exist that can affect a new or expectant mother at work and potentially impact health and work performance. These include:

- Lifting heavy or awkward loads
- Night working
- Standing or prolonged sitting
- General fatigue
- Contact with chemicals

Line Managers should undertake a health and safety risk assessment with employees as detailed in the Group's new and expectant mothers risk assessment. This should be regularly reviewed.

VDU Use

Health & Safety studies have shown there is no link between VDU use and miscarriages or birth defects.

RBS travel

If travel is required but you don't wish to fly during pregnancy, other methods of transport may be used. After 28 weeks, airlines will ask for a note from a GP or midwife advising that you're fit to fly.

Night working

If you normally work at night but have a fit note stating that this could affect your health and safety, RBS will endeavor to find a suitable alternative job. In these cases you should speak to your line manager who may need to discuss your needs with HR.

Uniform

If you normally wear a uniform as part of your job, both the RBS and NatWest Corporate Wardrobe include maternity wear.

For more information ring:

NatWest

ICW Helpline on 01675 430777 or email on NatWest@ICWUK.com

RBS

ICW Helpline on 01675 430775 or email on RBS@ICWUK.com

Corporate wardrobe information can also be found on the intranet.

Antenatal appointments

All pregnant employees, regardless of hours worked or length of service, are entitled to a reasonable amount of paid time off for ante-natal care. Time off will be paid at your normal rate of pay. If appointments are arranged during normal working hours, you should inform your line manager. With the exception of the first appointment, you should be ready to provide proof that you're pregnant (e.g. certificate from your doctor or midwife). You should inform your line manager of dates of other ante-natal appointments booked, giving as much notice as possible so that arrangements can be made to cover absence. Where arrangements cannot be made for you to attend outside working hours, consideration will be given to a reasonable amount of paid time off for other types of ante-natal care such as relaxation and parent-craft classes.

Do fathers/expectant parents get time off to attend antenatal appointments?

Fathers/expectant parents are entitled to paid time off to attend a minimum of 2 antenatal appointments per pregnancy. However, if further time off is requested to attend appointments, this will also be paid but is subject to line manager approval. Line managers should consider individual circumstances when considering such requests. The expectant parent should inform their line manager of the dates in question and give as much notice in advance so that their request can be considered and arrangements made to cover their absence if appropriate.

Part 4. Maternity leave explained

All pregnant employees (permanent or temporary, i.e. fixed term) are entitled to take up to **52 weeks Maternity Leave** regardless of how many hours you work or how long you have worked for the Group.

The first 26 weeks is known as **Ordinary Maternity Leave (OML)**.

The next 26 weeks is known as **Additional Maternity Leave (AML)**.

When can Maternity Leave start?

The **earliest** Maternity Leave can start is **11 weeks** before the baby is due, and the latest day it can begin is the baby's birth date. You may also wish to take annual leave directly before the start of your Maternity Leave, in which case your maternity pay will start from the agreed Maternity Leave date.

Remember that after your baby is born you must be on Maternity Leave rather than annual leave. Any annual leave that hasn't been taken would be available to you to take at the end of your Maternity Leave.

You can work right up until your baby's due date as long as you feel able to do so and it doesn't risk your health and safety. By law, you can't work for at least **two weeks** after your baby is born. These two weeks are known as **Compulsory Maternity Leave**.

Example

Alison's baby is due on 25 April. Alison would like to stop work six weeks before her baby is born and agrees with her line manager that she will take 10 days annual leave before starting her Maternity Leave. This means that Alison's last working day will be 14 March but her Maternity Leave and pay will begin from Saturday 26 March.

| February | | | | | | |
|----------|------|-----|-------|-----|-----|-----|
| Mon | Tues | Wed | Thurs | Fri | Sat | Sun |
| | 1 | 2 | 3 | 4 | 5 | 6 |

| | | | | | | |
|----|----|----|----|----|----|----|
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

The 7th of February is the earliest date Maternity Leave can start.

| March | | | | | | |
|-------|------|-----|-------|-----|-----|-----|
| Mon | Tues | Wed | Thurs | Fri | Sat | Sun |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

The 14th of March is six weeks before the due date.

The 26th of March is the actual start of Maternity Leave.

| April | | | | | | |
|-------|------|-----|-------|-----|-----|-----|
| Mon | Tues | Wed | Thurs | Fri | Sat | Sun |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

The 25th of April is the due date.

Notice of intention to take Maternity Leave

Sometime after week 20 of your pregnancy, your doctor or midwife will give you a certificate confirming the date your baby is due. This is called a MATB1 or a maternity certificate.

You should submit your Maternity Leave request on Workday confirming the following details:

- That you are pregnant
- The week you expect your baby to be born
- When you intend to start your Maternity Leave
- Notice should be given no later than **15 weeks** before your baby is due

You need to upload a copy of your MATB1/maternity certificate to Workday

If you change your mind about when maternity leave starts

You need to notify your line manager and contact HR to confirm the change at least 28 days or as soon as reasonably practicable, before you wish to begin your Maternity Leave. Your line manager will update the date in Workday.

Sharing Maternity Leave with a partner (Great Britain and Northern Ireland only)

You may wish to return to work early and share some of your leave and pay (if eligible) with your partner. If so, further information can be found in the Shared Parental Leave Support Pack.

Emily is pregnant and wants to start planning her maternity leave. What should she consider?

Emily can start to think about when she might want her leave to begin. The date an employee starts their maternity leave depends on their personal preference and circumstances for example, travel to work and how they're feeling. In choosing when to start her maternity leave, Emily should consider:

Employees are entitled to 52 weeks maternity leave

After week 20 of Emily's pregnancy, her doctor or midwife will give her a certificate (MATB1) confirming her baby's due date. The date on this certificate is used to calculate when maternity leave can start

The earliest Emily can start her maternity leave is 11 weeks before her baby is due

The latest date her maternity leave can start is the day her baby is due

Emily should consider how she wants to use her holidays. Holidays accrue during maternity leave and can be used at the start or end of maternity leave. Some employees use holidays before their maternity leave. For example Emily may want to finish work three weeks before her baby is due and use two weeks holiday before starting maternity leave

Emily should also consider what leave her partner's intending to take – they may be eligible for Paternity Leave or Shared Parental Leave (HR > Absence). These links are to the Group's policies but if Emily's partner works for another company, they'll need to check what their employer offers

When Emily's decided when she wants to start her maternity leave, she needs to submit her maternity leave request on Workday. A copy of her MATB1 is uploaded to Workday too. Notice of starting maternity leave must be at least 15 weeks before the baby is due

If Emily changes her mind about when she wants her maternity leave to start, she needs to let her manager and the Maternity Team know at least 28 days before her leave is due to start on Workday. Her line manager will change the date in Workday.

Part 5. Pay during maternity leave

Maternity Pay starts when leave begins. The amount you're paid depends on your length of service and earnings. The tables below explain the maternity pay you will be paid based on your length of service at the qualifying week (15 weeks before the EWC).

The guidance uses the following key terms and abbreviations:

Qualifying Week (QW): The 15th week before your Expected Week of Childbirth (EWC)

Set Period: These are the 2 pay months **before** the qualifying week. This period is used to calculate average weekly earnings.

Average weekly earnings: This is all earnings paid through payroll in the set period which are subject to National Insurance (NI) contributions

Statutory Maternity Pay (SMP): Weekly Maternity Leave payment set down by the Government which is reviewed on an annual basis. This is subject to length of service and earnings criteria as laid down by HMRC.

Occupational Maternity Pay (OMP): Maternity Leave pay enhanced by the Group for employees of the Group who are eligible. Any enhanced Group payments are always inclusive of SMP.

Maternity Allowance (MA): Weekly maternity payment paid directly from Jobcentre Plus subject to qualifying criteria set down by Jobcentre Plus

Employees with less than 26 weeks service – pay and maternity allowance

| Length of service | Other eligibility criteria | Amount |
|--|---|--|
| Less than 26 week's continuous service | | <p>Week 1 to 2 100% of the current salary element Pension funding and benefit funding (where applicable) will continue</p> <p>Week 3 to 52 Maternity Allowance may be available from Jobcentre Plus. Information relating to Maternity Allowance is available at the Direct Gov website No pension funding and no benefit funding (where applicable)</p> |
| 26 weeks and over continuous service | Under Lower Earnings Limit for National Insurance (NI) – please see the HMRC website for current rates. | <p>Week 1 to 2 100% of the current salary element Pension funding and benefit funding (where applicable) will continue</p> <p>Week 3 to 52 Maternity Allowance may be available from Jobcentre Plus. Information relating to Maternity Allowance is available at the Direct Gov website No pension funding and no benefit funding (where applicable)</p> |

If you aren't entitled to SMP or OMP then you may be eligible for Maternity Allowance from Jobcentre Plus.

Once you have submitted your Maternity Leave request on Workday together with your MATB1, HR People Services will send you a SMP1 form which explains why you won't receive maternity pay from RBS and tell you how to claim MA from Jobcentre Plus who pay this directly.

Occupational Maternity Pay (OMP)

All payments of OMP are inclusive of SMP. Where SMP during the first 6 weeks is higher than Occupational Maternity Pay then SMP will be paid.

Here's how we calculate SMP.

There are two types of Statutory Maternity Pay:

- Higher Rate SMP
- Lower Rate SMP

Weeks 1 to 6:

Higher Rate SMP is paid at 90% of Average weekly earnings for the first 6 weeks of Maternity Leave.

To calculate this we add together the Average weekly earnings during the set period. This amount is multiplied by 6, divided by 52 x 90%. This includes all payments that are subject to NI deductions such as Fixed Allowance, Bonus and Overtime (where applicable) etc.

Weeks 7 to 39:

Lower Rate SMP is 33 weeks at £148.68 per week for 2019/2020 or 90% of average earnings if this is lower.

The most up to date figures for Lower Rate SMP can be found on the HMRC website.

On call workers do not usually qualify for Maternity Leave but may be entitled to receive SMP, subject to the eligibility criteria set out in this section.

Here's how OMP is calculated in Great Britain:

| Length of service | Other eligibility criteria | Amount |
|--|--|--|
| 26 weeks continuous service at the qualifying week | <p>The employee needs to have earned over the Lower Earnings Limit for National Insurance (NI) in the eight weeks leading up to and including the Qualifying Week. Please see the HMRC website for current rates</p> <p>OMP is only available during the first 24 weeks of Maternity Leave</p> | <p>The Group may pay up to a maximum of 24 weeks enhanced occupational pay as OMP to an eligible Group employee taking Maternity Leave (subject to eligibility criteria).</p> <p>During OMP, the Group will top up SMP to 100% of the salary element of the employee's salary.</p> <p>Weeks 1 to 6 100% of the current salary* element inclusive of Higher Rate SMP during the set period Pension funding and benefit funding* (where applicable) will continue</p> <p>Weeks 7 to 24 100% of the current* salary element inclusive of Lower Rate SMP Pension funding and benefit funding* (where applicable) will continue</p> <p>Weeks 25 to 39 The remaining 15 weeks are paid at the Lower Rate of SMP No pension funding or benefit funding (where applicable) will be paid</p> <p>Weeks 40 to 52 No salary or pension funding or benefit funding (where applicable) will be paid</p> <p>*Please note that if an employee is on an RBS health benefit scheme the top up is to 100% of the health benefit they are paid rather than the employee's normal salary element.</p> |

Example:

Lee wants to know what payments she can expect to receive during maternity leave. She's worked for the Group for three years.

The table above outlines the eligibility criteria for Statutory Maternity Pay (SMP) and Occupational Maternity Pay (OMP). Based on her length of service and earnings, Lee will receive Occupational Maternity Pay (OMP).

OMP is paid for a maximum of 24 weeks. During OMP, the Group 'tops up' Statutory Maternity Pay (SMP) to 100% of the employee's salary element. Following OMP, Lee can receive a maximum of 15 weeks SMP which is paid at the Lower Rate (currently £148.68).

If Lee's partner takes Shared Parental Leave, this may reduce the number of week's occupational and/or statutory pay available to Lee. This is because the maximum number of week's occupational and/or statutory pay is shared between the parents. It's a maximum of 24 weeks enhanced Occupational Pay for Maternity and Shared Parental Leave combined. This is shared between the parents.

Pension Funding and Benefit Funding (where applicable) continues to be paid until week 24.

Here's how OMP is calculated in Northern Ireland:

| Length of service | Other eligibility criteria | Amount |
|--|--|---|
| <p>26 weeks continuous service at the qualifying week</p> | <p>The employee needs to have earned over the Lower Earnings Limit for National Insurance (NI) in the eight weeks leading up to and including the Qualifying Week. Please see the HMRC website for current rates</p> <p>OMP is only available during the first 26 weeks of Maternity Leave</p> | <p>The Group may pay up to a maximum of 26 weeks enhanced occupational pay as OMP to an eligible Group employee taking Maternity Leave (subject to eligibility criteria).</p> <p>During OMP, the Group will top up SMP to 100% of the salary element of the employee's salary.</p> <p>Weeks 1 to 6</p> <p>100% of the current salary* element inclusive of Higher Rate SMP during the set period</p> <p>Pension funding and benefit funding* (where applicable) will continue</p> <p>Weeks 7 to 26</p> <p>100% of the current* salary element inclusive of Lower Rate SMP</p> <p>Pension funding and benefit funding* (where applicable) will continue</p> <p>Weeks 27-39</p> <p>The remaining 13 weeks are paid at the Lower Rate of SMP</p> <p>No pension funding or benefit funding (where applicable) will be paid</p> <p>Weeks 40-52</p> <p>No salary or pension funding or benefit funding (where applicable) will be paid</p> <p>*Please note that if an employee is on an RBS health benefit scheme the top up is to 100% of the health benefit they are paid rather than the employee's normal salary element.</p> |

Example:

Sam would like to know what payments she can expect to receive during maternity leave. She's worked for the Group for three years.

The tables above outline the eligibility criteria for Statutory Maternity Pay (SMP) and Occupational Maternity Pay (OMP). Based on her length of service and earnings, Sam will receive OMP.

OMP is paid for a maximum of 26 weeks. During OMP, the Group 'tops up' Statutory Maternity Pay (SMP) to 100% of the employee's salary element. Following OMP, Sam can receive a maximum of 13 weeks SMP which is paid at the Lower Rate SMP (currently £148.68).

If Sam's partner takes Shared Parental Leave, this may reduce the number of weeks occupational and/or statutory pay available to Sam. This is because the maximum number of weeks occupational and statutory pay is shared between the parents. It's a maximum of 24 weeks enhanced Occupational pay for Maternity and Shared Parental Leave combined. This is shared between the parents.

Pension Funding and Benefit Funding (where applicable) continues to be paid until week 26. When Sam submits her Maternity Leave request and uploads her MATB1 to Workday, she'll receive a letter detailing her maternity leave and pay.

Other questions relating to Maternity pay**How are payments for Maternity Leave paid?**

- SMP and OMP are calculated on a weekly basis, paid on the normal salary date and can start on any day of the week (including a Saturday or a Sunday)
- SMP and OMP are paid on the number of calendar days in the month. Therefore payments can differ on a month to month basis, depending on the number of calendar days in the month
- MA is paid straight from Jobcentre Plus

Example:

An employee starts Maternity on a Thursday. Their Maternity pay will run from a Thursday to a Wednesday. The number of day's Maternity pay they will receive each month will depend on the number of calendar days in the month.

Note: Employees should remember that when they are paid on the 18th that their salary covers two weeks in arrears and two weeks in advance e.g. pay received on 18th January is for 1st – 31st January. Therefore if they start Maternity Leave on 19th January, their January salary (paid on 18th January) would include Maternity pay from 19th January onwards.

What happens if an employee receives a pay rise before their Maternity Leave?

- Any pay rise will be taken into account and reflected in your Maternity pay. Any pay rise triggers a re-calculation of the first 6 weeks Higher Rate SMP (SMP is included in the enhanced OMP)
- If the recalculated Higher Rate SMP rises above the level of your OMP, you will receive a one off payment of any monies due
- If you are eligible for OMP this will be based on your most up to date salary at the time of leave

What happens if an employee receives a pay rise during Maternity Leave?

- Any pay rise will be taken into account and reflected in your Maternity pay. Any pay rise triggers a re-calculation of Maternity pay where applicable
- If you are eligible for OMP this will be based on your most up to date salary

How to access pay slips whilst on Maternity Leave?

Paper pay slips will be sent to your home address whilst on maternity leave. Pay slips remain available online.

What happens if an employee has the required continuous service, but their earnings during the set period are less than the Lower Earnings Limit?

If you're based Offshore (Jersey, Guernsey, Gibraltar and Isle of Man) there's different legislation in relation to pay. Please refer to the Offshore addendum on the Intranet. This is important as the payments are not the same as those made in GB.

- In order to qualify for SMP or OMP, your average weekly earnings during the set period must be more than the Lower Earnings Limit for National Insurance (NI), even if you have the required continuous service.
- If average weekly earnings during the set period are less than this Lower Earnings Limit, you won't qualify for SMP or OMP.

Two examples are set out below:

Example 1: You're on an unpaid employment break (e.g. travelling etc.) during the set period and your average weekly earnings are therefore less than the Lower Earnings Limit. You will therefore not qualify for SMP or OMP

Example 2: You become pregnant for the second time whilst you are on maternity leave. If the set period in relation to your second pregnancy falls during an unpaid period of your current maternity leave, you will not qualify for either SMP or OMP during your second period of maternity leave.

In these circumstances you may be entitled to receive Maternity Allowance from the Jobcentre Plus.

What happens if the baby is born before the employee's Maternity Leave start date?

- If you're still working and your baby is born early, your Maternity Leave will automatically start from the day after your baby is born even if this is more than 11 weeks before the baby is due.
- As soon as possible, you should let your line manager know the date your baby was born. They will update your Maternity Leave on Workday with the new start date.

An example of how the pay will be reworked:

Maternity Leave start date: 21 June 2017.

Baby due: 29 June 2017.

On the 18 June 2017 the eligible employee would receive salary from the 1-20 June 2017 (based on working days in this period) and 10 days maternity pay (based on calendar days in this period) from the 21 June to 30 June 2017.

In July the Maternity Team are notified that the baby was born on the 4 June 2017. Maternity Leave would therefore need to start from 5 June 2017. We would therefore be required to debit the salary received between the 5 -20 June 2017 and replace this period with an additional 16 days maternity pay from the 5 June – 20 June.

On 18 July the eligible employee would see a debit of 12 days salary and a credit of 47 days maternity pay (16 days for June and 31 days for July).

What happens if an employee leaves RBS?

- If you're only eligible for Statutory Maternity Pay, payment of the outstanding amount at your leaving date will be paid in your final salary as a lump sum.
- If you're eligible for Occupational Maternity Pay, and you resign, the balance of any **SMP only** will be paid in your final salary as a lump sum.
- If you're made redundant whilst on maternity leave, you should refer to the Redundancy Employee Support Pack and the Maternity Policy for more information.

Part 6. During maternity leave

Keeping in touch

- It's important to remember that you're part of the team whilst you're on leave. You'll need to agree the level of contact you have with your line manager and this will vary from person to person
 - The role of the Buddy/Sponsor is to make sure that you're kept up to date with any major developments in the branch or department and the team
 - Your line manager may also agree to regular calls, e-mails, texts etc. with you
 - If you're an employee going on maternity, remember that your colleagues will be eager to hear your news. Keeping in touch with other members of the team also helps you to adjust back into working life at the end of the leave. Your line manager will also be keen to hear how you are getting on and about your plans for returning to work
 - Your line managers will keep you informed of any re-organisation or changes in structure to the area. If there are changes while you're away, you'll be sent all the communications and will be treated as if you're still working.
- **Buddy/Sponsor role**
 - In order to keep up to date with news about your branch, business unit or division while you're on leave, you should nominate a buddy/sponsor who can do this while you are away from work.
 - You may wish to ask your line manager or one of your colleagues to act as your buddy/sponsor. There is a Support Pack designed to assist your buddy/sponsor and it's recommended that you give this to them.

Maternity Leave Keeping in Touch Days

- If you're in the UK or Isle of Man you can do up to 10 days paid work. If you're in Jersey you can also do days of paid work; these are not limited but must be agreed by your line manager. These days are called Keeping in Touch Days (KIT days)
- Employees in Guernsey and Gibraltar are currently not eligible for Keeping in Touch days due to local legislation
- KIT days can only be used whilst on Maternity Leave not during any holidays immediately before or immediately after leave
- KIT days are optional. You and your line manager should agree when the KIT day happens and agree on what work is to be done. You can turn down the opportunity to work KIT days without suffering any detriment
- KIT days can be used for any activity which would ordinarily be classed as work. For example attending a conference or attending training. When planning a KIT day, please remember that you won't be able to log into your PC as your account will have been suspended whilst on leave
- KIT days are different to the reasonable contact you and your line manager may have generally during leave. For example, meeting your line manager to discuss your return to work. KIT days are days on which work is undertaken
- Any work done on any day whilst you're on Maternity Leave will count as a whole KIT day. In other words, if you come in for a one hour training session and do no other work that day, it will count as a whole KIT day. You'll be paid for the actual hours worked so in this example you'll be paid for one hour.

Payment for KIT days

- The pay that you receive for a KIT day depends on whether you're receiving any OMP pay or SMP. Please see the table below for details

| If the employee is receiving | Pay for KIT day |
|------------------------------------|--|
| OMP (full pay equivalent) | No additional payment will be made for the KIT day |
| SMP | Normal hourly rate in addition to statutory pay |
| No Maternity Leave payments | Normal hourly rate |

-
- Payment for hours worked on any agreed KIT days will be paid on the 18th of the month and be subject to normal payroll cut off dates. This means you may not be paid for hours worked on a KIT day in the month that they were worked
 - Your line manager should administer the payment through manager self service

It's important to remember the following when keying in KIT days:

- Only key in the number of hours worked on the date that the employee comes into the office – it cannot be entered as a lump sum (e.g. if they come in for a meeting for 3 hours on the 1st April and then come in again on the 3rd April for a 4 hour training course you shouldn't enter the total of 7 hours) – they must be keyed in separately for each date. The reason for this is because the system is built only to pay for the 10 days.

KIT days do not impact on statutory payments.

Part 7. Benefits during maternity leave

Pension and Benefit Funding

Your Pension Funding and any Benefit Funding you get in Value Account will be paid to you whilst you're paid OMP. Once OMP is no longer paid your Pension and Benefit Funding will stop too.

RBSelect during Maternity Leave

- All RBSelect benefits, with the exception of Shopping Vouchers and credits to the RBSelect card will continue during Maternity Leave or 12 months, whichever is the shortest
- Shopping vouchers and the RBSelect Card will stop before your leave starts unless you receive OMP in which case they'll continue for the period OMP is paid
- Sometimes it may not be possible for the Group to stop Shopping Vouchers immediately before Maternity Leave starts or after OMP stops. Where this happens and there isn't enough pay available to meet the monthly charge, the Group reserves the right to recover any shortfall
- During Maternity Leave, you can reduce or cancel many of your elections via RBSelect Anytime
- In the case of Childcare Vouchers, you can reduce or cancel your monthly election via RBSelect Anytime for the period of leave and then increase or re-elect the required amount when you return.

RBSelect charges

If you're receiving OMP:

- We'll continue to pay your Pension Funding any Benefit Funding you get in addition to your OMP
- The charge for your RBSelect benefits will be made against your pay
- If you don't receive enough pay to cover the cost of your RBSelect charges the Group will pay the shortfall

If you're receiving SMP or no pay:

- If you don't receive other elements of pay but receive SMP, the Group will fund your RBSelect benefits charges
- We'll not pass any charges against your statutory payments

If you're not eligible for OMP:

- The Group will fund the charge for your RBSelect benefits

You'll need to pay any tax due on RBSelect benefits you get while you're on Maternity Leave, even though you may not be charged for them. The Group will inform you and HMRC of any unpaid tax in June of each year through the P11d form.

RBSelect - Annual Election Window

If you're about to go or are on Maternity Leave during the RBSelect Annual Election Window (AEW) you'll not be able to make new or increased elections. But, you'll be able to change some of your elections when you return and you'll be able to participate in the next AEW as usual.

RBSelect - Returning to work

HR People Services will send you a return to work letter prompting you to review, and if necessary change, some of your elections within specified timescales. You'll receive an online confirmation statement confirming any changes you've made.

Private Medical Cover

If you want to add your baby to your cover, this should be done within 30 days after the birth or you'll need to wait until the next Annual Election Window. You can do this by contacting HR on 0161 451 0298. Your Private Medical Cover will continue whilst you're in Maternity Leave.

Defined Benefit Pension Plan & Retirement Savings Plan

If you're in the DB Pension Plan or making contributions to the Retirement savings plan, your membership will be unaffected during Maternity Leave and, unless you elect otherwise your contributions will continue.

Job Need Cars

You can keep your car and continue to pay the benefit in kind tax liability but if you want to return it you should contact Hitachi Capital Vehicle Solutions on 0845 266 0995 to arrange collection.

Season tickets

- You can continue to use your season ticket
- If you want to return your ticket you'll need to repay any season ticket loan when you go on leave
- You may be eligible for a refund and you should check this at your local station.

Holidays

- You'll continue to build up contractual and Bank holiday entitlement for the current holiday year (and the previous holiday year if your leave started in the previous holiday year)
- You can take all or part of your holiday entitlement before your leave starts or take them immediately following the end of Maternity Leave
- Alternatively, you may want to end your leave early and take all or part of your holiday entitlement before returning to work. You should discuss and agree holiday arrangements with your line manager before Maternity Leave starts
- Any holiday not taken before Maternity Leave starts will carry forward to the next leave year if appropriate. There's no limit on the days you can carry forward but once Maternity Leave is completed, if any leave (including carried forward leave) is not taken, only 5 days may then be carried forward.

Staff Group Assurance

- Cover will continue and the charge for your Staff Group Assurance will be made against any elements of pay you receive.
- If you don't receive enough pay elements to cover the cost the Group will pay the shortfall.

Bonus

- Where appropriate, performance for the year should be reviewed before you go on leave
- As long as you've not resigned before the date of the grant, you'll be told of any bonus due as soon as its known
- If you're eligible for a discretionary performance bonus (subject to the qualifying criteria) you'll receive a pro-rated bonus to reflect the period worked during the relevant performance year. Your line manager will explain how the performance rating and the pro-rating of any bonus payment will operate.
- Where eligible, the bonus will be paid regardless of whether you're receiving maternity leave payments at that time
- Any bonus will be paid on the defined payment date.

Sharesave

Existing plans

Subject to the rules of the plan, during leave you can:

- Continue to make monthly contributions to any existing Sharesave contracts by payroll deduction; or
- If you're not receiving pay, you'll need to contact Computershare to continue to make monthly contributions to any existing Sharesave contracts by an alternative method – you should contact Computershare on 0870 702 0109 if you want to set this up
- Take up any new Sharesave offers (subject to terms applying)
- Choose to take a twelve month payment holiday by contacting Computershare on the number above. If you

choose to do this, you'll need to inform HR via an online "Sharesave Payment Suspension" form which is available [HR > Pensions and benefits > Shares > Share save](#)

Note: Suspending contributions will delay when the savings plan finishes, as you'll need to catch up on the missed payments. If you miss more than twelve payments, your right to buy shares will lapse.

If you want to reinstate payment through your salary, you should contact Computershare one month before you want the payments through payroll to re-start. Computershare will then pass this information onto HR.

Further information regarding Sharesave can be found here [HR > Pensions and benefits > Shares](#).

New plans

- All Sharesave grants are subject to approval by the Board and there is no guarantee that Sharesave will operate in any given year
- Once details of a Sharesave grant are announced, your sponsor or line manager should send a copy of any related correspondence and an application pack to you at your home address.

Buy As You Earn (BAYE)

- Your monthly contributions will continue and you can contribute up to £125 per month or 10% of taxable pay whichever is lower
- If your contribution falls to below the £5 minimum contribution amount, your contributions will stop. You can however change the contribution amount to £0 without the plan closing
- Subject to the RBS Staff Dealing Rules, you're free to stop payments. Provided you remain employed with RBS you can leave your shares in the plan. You may restart monthly contributions at a later date subject to the Staff Dealing Rules
- To amend or stop payments, you'll need to contact Computershare on 0870 702 0109. Changes can also be made via Your Shares Online.

Further information regarding BAYE can be found here.

What happens to benefits if the employee chooses not to return?

You'll be treated as a leaver from the Group. Most benefits will stop from the day you leave or the end of the month in which you leave. Full details can be found in the [Leavers Benefit Guide](#).

Part 8. Returning to work after maternity leave

How much notice does the employee need to give when returning from Maternity Leave?

You should provide 8 weeks notice of your intention to return to work. If you're based in Jersey you must give 4 weeks.

When an employee is returning to work, their line manager is responsible for:

- Accommodating returners to their old job, or where this is not reasonably practicable, to an alternative job of equivalent or greater pay or status at the same work location or within reasonable travelling distance of the employee's existing workplace
- Giving serious consideration to flexible working requests from returners
- Discussing with their employee how they can support them after their leave and in their transition back to work
- Ensuring that phase back is discussed with their employee and a full plan is agreed before they start their return to work.

Return to work meeting

A return to work meeting between you and your line manager should be held 8 weeks before you're due to return to work. At the meeting the following should be discussed:

- The date you're proposing to return to work (including holidays and phase back plans)
- Any arrangements to make the return to work as smooth as possible
- Any training, support or development requirements to support your return to work
- If you're making a flexible working request, discuss hours and pattern and how this would fit with the business
- Maternity Phase back arrangements

For further support in this process refer to the Returner Administration Checklist and the return to work forms which are available through the Maternity/Adoption/Shared Parental Leave - Forms.

What happens when the employee returns to work?

On your first day back in the office, your line manager will bring you up to date on anything that affects you. Depending on the discussion before your return, your line manager may have put a training programme in place.

This training will be informal and will vary from job to job. It will also depend on the length of time you've been on leave. It may include meeting with other team members, getting to know new products and talking about the branch or departments progress against targets and budget.

The return to work process

Once the Return to work form has been completed line managers must:

- Complete the return to work details in Workday
- A line manager can also update any details for their employee from the agreed start date
- Follow the flexible working application process if required for flexible working arrangements. Any change in hours will need to be requested on Workday through Employee > Actions > Job Change > Change Job
- If appropriate follow the resignation process

There are a number of points to consider when an employee returns to work (remember to make arrangements in good time) these include:

- Desk, PC and telephone
- E-mail accounts and systems access
- Car parking
- Refresher training
- Team meetings and social events
- Holidays

If you've been unable to use your outstanding holiday entitlement before you return for any reason, you can carry up to five days holiday forward for use in the next calendar year. In exceptional circumstances, you may carry forward more than five days holiday if agreed by your line manager.

It's always useful for a line manager to set some time aside on their employees first day and ask other team members to update them on any news.

If for medical reasons, you're unable to return to work on the day you planned you must follow the normal sickness absence procedures as outlined in the Sickness Absence Support Pack (HR > Absence > Sickness Absence).

Meera is returning to work after maternity leave. What should she and her manager consider?

Meera and her manager should arrange a meeting 8 weeks before she's due to return to work. Depending on childcare and travel, they could have a call rather than meet. It's important to have the meeting early so that everything is organised for returning to work. The key points to discuss at the meeting include:

Meera should let her manager know what date she's planning to return to work.

If Meera has any outstanding holidays, she needs to confirm if these will all be taken at the end of her maternity leave. If not, up to 5 days pro-rata can be carried forward into the next holiday year with her manager's agreement.

She should let her manager know if she would like phase back. The meeting's a good opportunity to discuss phase back and agree arrangements. There's more information in the Phase Back section.

If Meera wants to make a flexible working request, she should let her manager know. There's information on the process in the Flexible Working Support Pack.

Meera and her manager should discuss any training or updates that need to be arranged for her return to work.

Any other support that would help Meera's return to work. There's more information on support under Part 9 – Supporting working parents.

After the meeting, Meera's manager needs to complete the **Return to Work Form and update Workday**. It's important this form is completed so the employee is paid correctly. Meera's manager also needs to complete the actions on the Administration Checklist which includes reactivating systems access and e-mail which will help make her return to work smoother.

Phase back

Following a long period of leave, it can be hard coming back to work, and this can be helped by phasing back. You're entitled to 12 weeks phase back; working agreed reduced hours over a set period and you'll receive full pay and benefits. Phase back to work can't exceed the 12 weeks and there's no set programme of return as each request needs to be considered on an individual basis. However, a line manager must make sure that all requests are treated with consistency. A phase back might involve a build up of hours each day or the number of days in a week. Where you're phasing back to a part-time work pattern it's likely you'll do this sooner than someone phasing back to full-time.

Two examples are set out below:

Example 1 – Return to full time hours

If an employee takes their full phase back entitlement of 12 weeks they might work the first 3 weeks as 1 day a week, weeks 4 - 6 as 2 days a week, weeks 7 – 9 as 3 days a week and weeks 10 and 12 as 4 days a week before returning full time. Pay and benefits will be paid for their full contractual hours, not just the hours worked.

Example 2 – Return to part time hours e.g. 20 hours per week

If an employee takes their full phase back entitlement of 12 weeks they might work the first 4 weeks as 1 day a week for 5 hours, weeks 5-8 as 2 days a week for 5 hours, weeks 9 – 12 as 3 days a week for 5 hours before returning to 20 hours per week. Pay and benefits will be paid for their full contractual hours, not

just the hours worked.

During a phase back period, performance objectives will be based on actual working hours.

What if the employee is reducing their hours when they return from Maternity Leave?

If you're reducing your hours, a change in hours request will be required by your line manager.

Example

An employee works 5 days per week, 35 hours, prior to going on maternity leave. The employee then takes 9 months maternity leave, followed by 25 days holiday. The Line Manager must update Workday with the date they are ending Maternity and commencing holidays to ensure the employee is returned to payroll. During this time, the employee and line manager agree the employee will return 3 days per week, 21 hours. Following the holidays, a change in hours needs to be submitted via Employee > Actions > Job Change > Change Job on Workday. The employee will then start their phase back, building up to 21 hours per week.

Will the job still be available for the employee to return to after Maternity Leave?

Under GB legislation, where less than 26 weeks' of leave have been taken, you're entitled to return to the same job on the same terms and conditions just as if you hadn't been absent, unless a redundancy situation has arisen.

Where the period of Maternity Leave is:

- More than 26 weeks, or
- The last of two or more consecutive periods of leave

You're entitled to return to the same job unless it is not reasonably practicable, or a redundancy situation has arisen. Please refer to the Redundancy Support Packs for information on redundancy situations (HR > Working here > Leaving the bank).

What if the employee can't return to work?

If for medical reasons, you're unable to return to work on the day planned, you'll need to follow the normal sickness absence procedures as outlined in the Sickness Absence Support Pack. Your line manager will return you to work on Workday and start your sickness absence process.

What if childcare problems arise?

No matter how well organised you are, you may well encounter childcare problems. Your child or carer could fall sick, or childcare arrangements could simply fall through. If you have such problems, you may be entitled to Special Leave. The Leave Support Pack provides further details.

If a child has a prolonged illness, the employee should discuss with their line manager the possibility of taking some unpaid Parental Leave or reorganising their work to allow them to make some other arrangements. Please see the Parental Leave Policy and Holiday & Other Leave Support Pack for more information (HR > Absence).

What if the employee doesn't want to return to work?

If an employee decides not to return to work they need to give the Group proper contractual notice by writing to their line manager. To do this, you'll need to return them to work on Workday and start the resignation process.

Line managers must then update Workday to start the resignation process (Employee > Actions > Job Change > Terminate Employee).

Further information on what happens to pay and benefits if you resign is detailed in the Resignation section on the HR

pages (HR > Working here > Leaving the bank).

Part 9. Supporting working parents

At RBS, we understand the challenges that parents face on returning to work after a period of maternity leave and are committed to making the return as easy as possible for both yourself and your new child. We offer a number of policies and products which provide support for working parents.

The decision about returning to work will be influenced by a whole range of factors, such as family commitments, career, income and the hours you'd like to work. You should think these things through before the return to work discussion with your line manager. Some of the support available is outlined below.

Moments that Matter

Having a baby is one of the biggest moments that matter you'll experience. RBS provide the following 'life moment' support to customers on our website, which is equally applicable to you in helping you manage your affairs when having a baby (RBS > Personal > Life moments > Having a baby).

Childcare

Childcare is one of the most important matters to consider when deciding about returning to work. Everyone's circumstances are unique. You should start looking at childcare options early on as places may be scarce and some nurseries allocate places far in advance.

Our Employee Assistance Programme offers advice, information and support on a wide range of issues, including childcare and parenting.

Childcare vouchers

If you've elected childcare vouchers by 28 September 2018, you'll continue to receive these as part of your ValueAccount.

The vouchers available through RBSelect are tax and National Insurance (NI) free up to a limit set by the Inland Revenue. As the Group also benefits from NI savings up to this amount, your RBSelect charge will be discounted by 10% up to the monthly limit. The vouchers can be used to pay nursery or child-minder's fees and as they are an RBSelect Anytime benefit, there's the flexibility to amend the monthly amount as required. Please note: changes to the monthly amount cannot be made during Maternity Leave.

If you're not part of the RBSelect childcare voucher scheme, you may be able to join the Government's Tax Free Childcare Scheme.

Onsite nurseries

Some RBS work locations offer onsite nurseries for regular or ad-hoc care (if offered). You should explore the options and availability at your work location.

Parental Leave

If you've worked continuously with the Group for at least one year you're entitled to unpaid Parental Leave. You can take up to 18 weeks' leave in total until your child's 18th birthday with no more than four weeks to be taken in any year. The leave must be taken at least one week at a time.

In the case of children in receipt of disability living allowance, there's more flexibility when Parental Leave can be taken - this can be one day at a time or in longer periods if you wish.

You may be able to add Parental Leave to the end of Maternity Leave and should you provide your line manager with three weeks notice.

Flexible working

You have the right to apply to work flexibly and this request will be considered by your line manager. The Group has a range of different working practices detailed in the Flexible Working Support Pack which can also be accessed on RBSPeople.com. Alternatively, you can contact HR or speak to your line manager. The support pack gives guidance on the flexible working application process.

Employment breaks

The Group offers unpaid employment breaks to allow you time away from work to focus on other things in your life. You can request a break of between 8 and 52 weeks to focus on personal interests. Further details can be found in the Holiday and Other Leave Support Pack.

Special Leave

We understand that sometimes things happen in life out with your control. To support you during these times you can take reasonable time off work, paid or unpaid, to deal with emergencies, for example those involving a dependant. For further information, you should speak to your line manager and review the Holiday and Other Leave Support Pack.

Employee Assistance Programme

The arrival of a child is one of life's most exciting experiences. It can also be daunting and overwhelming at times. Our Employee Assistance Programme can help you on the journey to parenthood, from telling a line manager and finding antenatal classes to returning to work and parenting a growing child. It's a free and confidential service available to you and your immediate family members. You can call to speak with a consultant or visit online or through the app for comprehensive information, practical advice and emotional support.

| | |
|------------------|---|
| Telephone | 0808 234 5303 |
| Online | www.rbspeople.com or Employee Assistance Programme External access: www.guidanceresources.com Web ID: RBS Change the flag icon to choose your location |
| App | Providing 24/7 access to support and information. Search for "GuidanceResources" in your app store to install the mobile app. Web ID: RBS |

Other External Support

This list is for information only and doesn't imply the Group endorses or recommends these organisations or their views. All web addresses will need external internet access.

| Contact name | Web address | Telephone number |
|--|--|------------------|
| National Childbirth Trust (ante-natal and post-natal support) | https://www.nct.org.uk/courses | 0300 330 0700 |
| Fatherhood Institute | www.fatherhoodinstitute.org | 0845 634 1328 |
| Gingerbread (one parent families) | www.gingerbread.org.uk | 0808 802 0925 |
| Working Families | www.workingfamilies.org.uk | 0800 013 0313 |

| | | |
|--|--|---------------|
| Working Families (Edinburgh) | www.edinburghworkingfamilies.org.uk | 0800 432 0044 |
| Twins and Multiple Births Association | www.tamba.org.uk | 0800 138 0509 |

Appendix

Keeping in touch whilst on Maternity Leave

Please complete the form and provide a copy to your line manager & buddy/sponsor.

1. Personal details

| | | | | | | | | | | | | | | | | | | | | |
|----------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Name (in full) | | | | | | | | | | | | | | | | | | | | |
|----------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Home Address

Home Phone Number/s

Email Address

Employee ID

Date your baby/adoption is due (DD/MM/YY)

Probable last working day (DD/MM/YY)

2. Optional communications

| Communication | Frequency of communication | I would like to receive a copy of this communication (Yes/No) |
|---|-------------------------------|--|
| Outside In is the internal publication for all employees of RBS, providing an update on the news and events happening across the Group. This will be available from your line manager & buddy/sponsor. | Tri-annual publication | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Your Career The Group is committed to an open internal job market for positions at all levels and vacancies; these are advertised on the Your Career website which is accessible 24/7. | Real time | This can be viewed externally via www.rbs.com |
| Focus on staff and resources communications If you normally receive this (mainly staff with limited access to Insite) you can continue to do so. It is produced weekly but weekly copies would normally be sent out by your line manager & buddy/sponsor once a month. This will be available from your line manager & buddy/sponsor. | Monthly circulation | <input type="checkbox"/> Yes <input type="checkbox"/> No |

3. Standard communications

During your Maternity Leave you can expect to receive some standard items of communication and some examples are detailed below for your information.

| Communication | When | How |
|---|--------------------------------------|---|
| Pay slips | Monthly | Sent directly to your home address |
| Pay Review Communication | End February/early March | Sent to you by your line manager |
| Our View – Employee Opinion Survey | September | Invited to access online by your line manager |
| Sharesave – Invitation to join the Group’s scheme | When a Sharesave option is announced | As per your profile on Sharesave. |

Both you and your line manager are responsible for agreeing the amount of contact you wish to have during Maternity Leave.