

**Aquafil S.p.A.**

Via Linfano No. 9, 38062 – Arco (TN)

Registered in the Trento Business Register  
under No. 228169

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# Global Parental Leave Policy

Corporate Human Resources

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**AQUAFIL** 

# Index

## **1. INTRODUCTION**

1.1 Purpose

1.2 Scope and Applicability

## **2. GENERAL PRINCIPLES**

2.1 Eligibility

2.2 Duration and Level of Parental leave

2.3 Taking Parental Leave

## **3. IMPLEMENTATION TIMELINES**

## **4. APPENDIX**

# 1. INTRODUCTION

## 1.1 Purpose

This policy establishes that all Aquafil Group employees, who become parents through birth or adoption, will be entitled to the following minimum paid parental leave.

Maternity Leave: a minimum of 14 weeks of paid leave to the birthing parent.

Paternity Leave: 5 Working days of paid leave to the non-birthing parent, to be taken within 6 months of the birth of the baby/ies or after the date of the adoption.

The total paid leave offered may vary by country but will be guaranteed as described above at a minimum. If the local legislation standards are more beneficial, then the local legislative standards shall be implemented.

This guidance is being rolled out by country and the implementation dates are shown in this document. The purpose of this policy is to ensure a standard minimum level of support is provided globally for employees planning to take either maternity or paternity leave.

## 1.2 Scope and Applicability

This policy must be implemented in all Group's companies; for those outside Italy, it may be tailored to suit any local requirements in different countries. This policy does not replace or change any local, legally-mandated or prescribed parental leave benefits, nor does it affect any related requirements concerning issues or subjects that are not expressly addressed in this policy. Generally, Aquafil Group's companies are subject to any local parental leave policy, and these will be adjusted as shown in the timelines below to ensure they reflect the minimum standards outlined in this global policy.

# 2. GENERAL PRINCIPLES

## 2.1 Eligibility

This benefit applies to all individuals directly employed by an Aquafil Group company. The leave benefit is for parents with a legal relationship to the child and begins at the birth or adoption of the child.

The benefit is implemented in four phases (implementation dates by phase and number of weeks of paid parental leave to phases are set forth in section #3).

Employees are entitled to this benefit from the point they have been in continuous service at Aquafil for 12 months. It applies to births and adoptions that occur after the implementation of this policy in the country of the associate's employment. If employment with the company is terminated for any reason, the employee is no longer entitled to or eligible for this benefit.

Any births or adoptions that happen before an employee is employed by Aquafil are not eligible.

The parental leave benefit applies to all parents. The same rules for maternity and paternity leave apply to same-sex partner who are intended parents. The primary carer of a same sex couple may take maternity leave while the secondary carer is eligible to take paternity leave.

## 2.2 Duration and Level of Parental leave

Eligible parents will benefit from the minimum of paid parental leave at 100% of their current base salary. If there is a difference between this minimum and what is offered in the employee's country of employment, the employee will be entitled to the higher amount.

If both parents are Aquafil Group's employees, they are both entitled to their respective minimum parental leave (less any paid parental leave already taken under an existing policy).  
*See Examples 1 and 2 in the Appendix.*

Eligible employees are entitled to paid parental leave for each new child they have, without limit.

Multiple births (twins, triplets, etc.) or simultaneous adoptions qualify as one period of paid parental leave.

If a child is born prematurely (earlier than the normal 37-week gestation period), primary caregiver parental leave will be extended to cover the "prematurity period".  
*See Example 3 in the Appendix.*

## 2.3 Taking Parental Leave

In general, employees can choose how they would like to take the paid parental leave.

It can be taken in either a single, continuous block, or in multiple shorter blocks of time over the course of the year of the birth or adoption of the child (subject to local legal and business continuity requirements).

Employees will plan the leave in advance with their managers (ideally, at least two months before) to facilitate business continuity.

Some countries may have specific guidance for notifying managers of the leave or how it can be taken (subject to local law and in accordance with the spirit and intent of this policy).

# 3. IMPLEMENTATION TIMELINES

This policy will be implemented across the Group gradually in four phases and will be completed by no later than 1<sup>st</sup> January 2026:

- Phase I: Companies will implement these guidelines on 1<sup>st</sup> January 2023, for eligible births and adoptions from 1<sup>st</sup> November 2022 to 31<sup>st</sup> December 2023.

Parents will be entitled to the following minimum paid parental leave:

- Maternity Leave: a minimum of 4 weeks of paid parental leave.
- Paternity Leave: 2 Working days

- Phase II: Companies will these guidelines on 1<sup>st</sup> January 2024, for eligible births and adoptions from 1<sup>st</sup> January 2024 to 31<sup>st</sup> December 2024.

Parents will be entitled to the following minimum paid parental leave:

- Maternity Leave: a minimum of 7 weeks of paid parental leave.
- Paternity Leave: 3 Working days

- Phase III: Companies will implement these guidelines on 1<sup>st</sup> January 2025, for eligible births and adoptions from 1<sup>st</sup> January 2025 to 31<sup>st</sup> December 2025.

Parents will be entitled to the following minimum paid parental leave:

- Maternity Leave: a minimum of 11 weeks of paid parental leave.
- Paternity Leave: 4 Working days

- Phase IV: Companies will implement these guidelines on 1<sup>st</sup> January 2026, for eligible births and adoptions from 1<sup>st</sup> January 2026.

Parents will be entitled to the following minimum paid parental leave:

- Maternity Leave: a minimum of 14 weeks of paid parental leave.
- Paternity Leave: 5 Working days

## 4. APPENDIX

### Example 1:

In a particular country, a birthing parent at Aquafil is already eligible for at least 14 weeks of fully paid maternity leave. However, a non-birthing parent is not entitled to the paid leave.

Under the Aquafil parental leave benefit, the birthing parent will not receive any additional paid leave, but the non-birthing parent (if employed by Aquafil) will be eligible to take 5 working days paid leave.

Alternatively, if a country offers no paid maternity leave or less than 14 weeks to the birthing parent, under this policy, all parents, will be eligible for the paid parental leave: 14 weeks to the birthing parent and 5 working days paid leave to the non-birthing parent.

**Example 2:**

In countries where paid parental leave is provided at less than 100% of an employee's base salary, under this policy Aquafil will "add-on" to those benefits to match 100% of the employee's current base salary for the duration of the leave.

**Example 3:**

The birthing parent gives birth at 35 weeks (2 weeks earlier than the normal period of gestation). Both parents work for Aquafil so, under this policy, only the birthing parent will be eligible for an additional two weeks of paid parental leave.

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