

Global Employee Leave Policy

All Colleagues (except Germany)

1. Purpose

Johnson Matthey ("JM", the "Company", "our", "we", "us") is committed to developing a sustainable and caring workplace culture that benefits our employees and their families and one that is underpinned by trust, empowerment and transparency. The purpose of this policy is to outline the principles that will support our approach to employee leave.

The Company values that in addition to parental and caring responsibilities our employees participate in a diverse range of activities outside of their working life and recognises that there may be occasions when employees need to take time off work for reasons that do not necessarily fall under normal leave provisions. This policy outlines what those additional leave provisions may be and the principles under which such requests for leave should be made and considered. Further details on leave entitlements and the associated procedures can be found in country specific documentation.

The company provides medical and sickness leave, and these are covered by local policies. The requirements of these local medical and sickness policies and any local laws take precedence over the principles outlined below.

2. Definitions

Word	Definition
Parental leave	Time off from work to look after a child or make arrangements for a child's welfare
Primary Caregiver	The parent who is the principal carer of the child, and who gives up work to care for the child full time. Johnson Matthey recognises and understands that each family is unique, and that the Primary Caregiver is not always the birth parent of the child
Secondary Caregiver	The parent that is not the Primary Caregiver
Adoption	For the purpose of the application of this policy refers to the adoption of a child under the age of seven years old but does not apply to the adoption of a partner's child or stepchild

3. Policy

JM aims to promote a culture that allows employees to lead a fulfilling and rewarding life inside and outside of the workplace and to have the flexibility to react to unexpected life events that will inevitably occur.

The following principles outline our expectations regarding the behaviour and conduct of all JM employees in relation to the requesting and granting of leave. Everyone is accountable for embodying these principles to ensure we have a respectful and positive work environment that balances both individual and business requirements.

- Taking leave is a crucial component of a healthy work life balance. All employees are strongly encouraged to take their full entitlement of annual leave
- The granting of leave requests cannot always be guaranteed; however, line managers are expected to show flexibility, compassion, and pragmatism to allow employees the leave they have requested.
- Leave guidance should be consulted but line managers in consultation with Human Resources are empowered to use discretion when agreeing with the employee on the appropriate type and length of leave to be taken. Each request should be reviewed by the line manager and Human Resources on a case-by-case basis and they are trusted to make the right decision regarding the granting of leave.
- Employees have an obligation to make their line manager aware at the earliest opportunity of any anticipated requirements for leave and for communicating openly and honestly, where appropriate, with regards to the reason for the request, or anticipated need, for leave. Local policy requirements should be followed unless circumstances prevent an employee from providing notice in accordance with the local policy.
- Employee and line managers should explore reasonable alternative solutions to taking time off from work before requesting additional leave over and above annual leave. Unpaid leave should only be considered after all annual leave has been exhausted.

- JM recognises the significance to our employees of starting and supporting a growing family. Fully encouraging, facilitating and supporting employees to take parental leave is a fundamental part of the Johnson Matthey employee value proposition. To support employees, JM maintains a Global Parental Leave Standard
- The Global Parental Leave Standard provides a global minimum standard of 16 weeks fully paid leave for the primary caregiver. This paid leave period runs concurrent with any statutory or legislative paid or unpaid leave. In the event that any statutory benefit is payable and is less than 16 weeks of fully paid leave, Johnson Matthey will top-up the employee's pay to take it from the statutory benefit to the employee's full rate of pay (basic/base salary) for the full period of eligibility, up to the maximum of 16-weeks for the primary caregiver.
- We do not accept discrimination of any kind. No employee should suffer detriment in relation to recruitment, advancement, performance management, training and development, compensation and benefits, or selection for exit on the basis of applying for, undertaking or returning from parental or any other permitted special leave

3.1 Special leave

We are fully committed to supporting our employees in taking the appropriate type of leave as required by their specific circumstances. However, employees should not assume that leave will automatically be granted, and it is incumbent on them to notify the business at the earliest opportunity and to discuss the request and any business impact with their line manager and Human Resources. Other examples of leave include but are not limited to:

- Serious illness or bereavement of a close relative (Compassionate leave).
- Unforeseen emergencies involving dependants or unexpected domestic emergencies (Emergency leave).
- Essential civic and public duties.
- Service in the Reserve Forces.
- Time off for Trade Union duties (if defined in local collective bargaining agreements).
- Jury Service and attendance in court as a witness.
- Gender reassignment.
- Fertility treatment.
- Elective surgery/procedures.
- Religious or belief-related obligations.
- Volunteering per the JM volunteering established guidelines.

4. Exceptions

This global policy covers all employees and temporary staff.

This policy may not apply in the case of sickness and/or medical leave of absence where entitlements are provided by local law or policies. In these cases, the line manager will have no discretion and will need to follow the local requirements as set out in the relevant local policies.

Employees covered by collective bargaining arrangements are out of scope of this policy unless specifically negotiated otherwise.

Local country policies will take precedence over this policy except in the case of parental leave where the JM global minimum standard will apply

JM will at all times meet the minimum requirements of local legislation in relation to parental, maternity, paternity and adoption leave however the principles described in this policy are intended to supplement, or exceed, existing local legislative conditions and apply concurrently with any statutory or local arrangements.

5. Consequences of breach

Any breach of this policy could result in disciplinary proceedings, including termination of employment.

6. References

6.1 Associated Policies

- Global SMART Working Policy [Global Smart Working Policy.docx](#)

6.2 Associated Standards

- JM Global Parental Leave Standard [Local Policies and Procedures \(sharepoint.com\)](#)

6.3 Associated Procedures

- Country Specific Parental leave procedures [Local Policies and Procedures \(sharepoint.com\)](#)

7. Appendix

7.1 Document responsibilities

Document Role	Business roles
Approver (GLT Sponsor)	CHRO
Owner	Group Total Reward, Wellbeing & People Director
Writer	Global Head of Employment and Industrial Relations
Reviewers	Global Head of Diversity & Inclusion General Counsel-Labour & Employment HR Projects & Policy Manager UK

7.2 Version control

Version	Date	Change
1.0	09/11/2022	Replaces the former Global Parental Leave Policy. Now includes all types of leave provisions available to employees