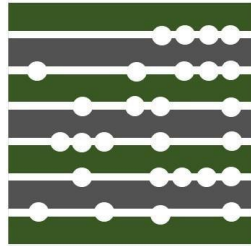


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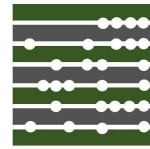
Work Life Balance Internal Policy

Version 1.0

November 2020

Version Control

Version 1.0	Original	November 2020



Work Life Balance Policy

The Company acknowledges that Employees have responsibilities and commitments outside of work. The Company will recognise these responsibilities and commitments, so far as is reasonably doable in the context of its operational requirements, to better enable Employees to balance their work and home lives.

The Company recognises that presenteeism can create problems for personal, physical and mental health. Consequently, the Company promotes a culture of goals, outputs and outcomes. It is not how long an Employee spends in the office that matters. It is what the Employee achieves at work that counts.

This policy sets out a range of provisions designed to enable Employees to take time away from work in extenuating personal or domestic circumstances, namely:

- Parental Leave
- Exceptional Leave
- Medical, Dental and Related Leave
- Flexible Working (parents and carers of adults in need of care)
- Flexible Working from Home

The leave described in this policy may be taken without loss of annual leave.

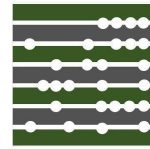
The rights and obligations set out in this policy apply equally to full-time and part-time Employees on a substantive or fixed-term contract. These rights and obligations form a part of an Employee's contract of employment and can only be amended in accordance with it and in compliance with Estonian Law.

Parental leave provides an Employee with the right to leave to look after a child or to make arrangements for Employee's child's welfare. Parents can use parental leave to spend more time with their children and to strike a better balance between their work and family commitments.

Provided the Employee gives the correct notice, Employee is eligible for parental leave. Eligible Employees are entitled to parental leave in compliance with Estonian Law. Employees must also give the Company notice before they intend to start taking parental leave in compliance with Estonian Law. Employment is preserved during agreed parental leave. Employee's contractual holiday entitlement will continue to accrue during such leave.

Employee has the right to exceptional leave, often at short notice, to deal with certain unexpected events or sudden emergencies involving a dependant and to make any necessary longer-term arrangements. In most cases, such leave will be unpaid, but the Company will exercise its discretion in this respect on a case by case basis and in compliance with Estonian Law. All Company Employees are entitled to time off for dependants. The right enables you to time off in the following situations:

1. to deal with the death of a dependant - Employee may take time off to make funeral arrangements, as well as to attend a funeral;
2. if a dependant falls ill, or has been injured or assaulted - the illness or injury need not necessarily be serious or life-threatening and includes both mental and physical illness;
3. when a dependant is having a baby;



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4. to make long-term care arrangements for a dependant who is ill or injured - for example, to employ a temporary carer or to take a sick child to stay with relatives;
5. to deal with an unexpected disruption or breakdown of care arrangements for a dependant – for example, a childminder or nurse may fail to turn up as arranged;
6. to deal with an unexpected incident involving Employee's child during school hours – for example, if Employee's child has been involved in a fight, is distressed, has been injured on a school trip or is being suspended from school.

A dependant is defined as an Employee's:

- parent
- wife, husband or partner
- child
- someone who lives as part of the family, for whom the Employee is the main carer.

In the case of sickness or injury, or where care arrangements break down, a dependant may also be someone who reasonably relies on Employee for assistance. A dependant does not include tenants or boarders living in the family home, or someone who lives in the household as staff, such as a live-in housekeeper.

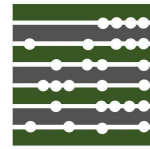
Requests for time off to deal with emergencies or other matters, which are not covered in the above examples 1 to 6 must be discussed and determined between Employee and Employee's line manager.

As part of being a flexible and responsive employer, the Company does not specify the length of exceptional leave Employees are entitled to in each situation of family emergency. An Employee's statutory right is to unpaid leave, of a short duration, in the event of family emergencies. However, the Company retains its discretion to grant (in place of your statutory right to unpaid leave) up to 3 days paid leave in certain situations within the above four categories (as appropriate) and to grant paid leave of a longer duration in exceptional circumstances.

The right to time off in this policy is for unexpected matters. If an Employee knows in advance that time off is going to be needed, Employee should ask for annual leave in the usual way.

Employee's rights in this policy do not include an entitlement to pay; pay during exceptional leave is at discretion of the Company. Employees have the right to take the leave as annual leave, where Employees have days of annual leave owing.

The Company recognises that Employees must be able to obtain medical services as needed. Planned doctor, dental or optical appointments should be arranged outside working hours or, where this is not possible, appointments should be arranged so as to cause as little disruption to work as possible (for example appointments made at the beginning or end of the working day may be less disruptive). Employees may be expected to make up lost time by working additional hours at another time. Where hospital appointments have to be made in work time there is no requirement to make up time. Employees should inform a manager of appointments in advance.



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Parents of children aged under 17 years or disabled children aged under 18 years have the right to apply to work flexibly. Employees who have responsibility for adults in need of care also have the right to apply to work flexibly. The Company will consider all such requests carefully and responsibly. The right to apply to work flexibly does not provide an automatic right to work flexibly as there may be circumstances when the Company is unable to accommodate an Employee's desired work pattern. The right is designed to accommodate the needs of both Employees who are parents/carers and aims to facilitate discussion and encourage both you and the Company to consider flexible working patterns and to find a solution that suits both parties.

In order to be entitled to make a request for flexible working arrangements Employee: • must have worked with the Company continuously for at least 26 weeks on the date at which Employee makes an application; • must not be an agency worker; and • must not have made another application to work flexibly under the right during the past twelve months; and: (a) in the case of an application relating to care of a child:

- have a child under 17 years, or under 18 years in the case of a disabled child;
- be either - the child's mother, father, adoptive parent, guardian or foster parent, or - married to or the partner of the child's mother, father, adoptive parent, guardian or foster parent;
- make the application before the child's 17th birthday or 18th birthday in the case of a disabled child;
- have or expect to have responsibility for the child's upbringing;
- be making the application to enable Employee to care for the child; (b) in the case of an application relating to care of an adult:
- be caring or expect to be caring for an adult over the age of 18 who is in need of care and who is either Employee's spouse or partner or civil partner, or a relative*, or a person living at Employee's address. * Employee is a relative of the adult if Employee is the mother, father, adopter, guardian, parent-in-law, step-parent, son, stepson, daughter, step-daughter, brother, stepbrother, brother-in-law, sister, stepsister, sister-in-law, uncle, aunt or grandparent of the adult whether by adoption or related by full-blood or half-blood.

Eligible Employees will be able to request:

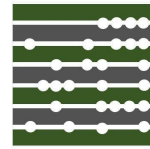
- a change to the hours they work;
- a change to the times when they are required to work;
- home working.

This includes working patterns such as annualised hours, compressed hours, flexitime, job-sharing, self-rostering, shift working, staggered hours and term-time working.

This policy sets out possible arrangements and considerations that may allow Employees to work from home and the procedures Employees must follow to make such requests. The Company is committed to providing an environment where Employees have the discretion and flexibility to work from home.

In doing so the Company seeks to:

- demonstrate it can operate modern employment practices;
- acknowledge flexible working is important to Employees;
- recognise flexible working can increase productivity and create a happy workforce;



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- minimise rules and simplify request and authorisation procedures for flexible working arrangements;
- show it has trust in Employees to act responsibly and professionally;
- use flexible working as a recruitment and retention tool as necessary.

This policy applies to everyone employed by the Company on a contract of employment.

The following principles are relevant to the operation and applicability of this policy:

- delivery of Company's business needs is paramount;
- some roles and tasks lend themselves to home working more easily than others;
- IT systems accessed at home need to be secure and robust;
- consistency and fairness must operate across the organisation;
- no additional burden is placed on other Employees to provide extra cover;
- sufficient staffing levels on site throughout the working week are maintained;
- health and safety requirements are observed; and
- cost implications are minimal.

It will be important for line managers to have a consistent and fair approach in considering requests for flexible working from home. However, a manager does have the right to refuse such requests and in doing so will take into account the above principles, along with the following factors:

- current business needs;
- availability of other Employees;
- the reason for working at home; Policies\Work-Life Balance Policy Updated April 2009
- the urgency of the work to be undertaken;
- the performance of the individual.

Occasional working from home is an informal and ad hoc arrangement. Some possible reasons for occasional home working may include:

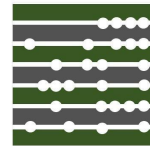
- Employee needs peace and quiet away from the office to deliver on an urgent piece of work;
- Employee may have a short personal appointment near home, for example doctor or Dentist;
- Employee may have a domestic appointment, for example a boiler repair;
- Employee may want to redirect the energy of a long commute into working;
- Employee may need to re-energise after working long hours, for example, returning home late from a business meeting; or
- it may be sensible to work at home prior to or after a visit or external meeting.

Requests to work occasionally from home (on an ad hoc basis) should be made directly to Employee's manager who has the authority to approve or not approve.

Regular home working is a formal arrangement where the Employee spends a significant amount of time working away from the office.

Some possible reasons for regular home working are:

- domestic situation – principal caring responsibilities;
- undergoing a series of medical treatment; or



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- long commute to and from office (other part of the country);
- a more effective working environment.

If an Employee wishes to make a request for regular home working the Employee needs to in the first instance discuss the request with their manager and seek their support. Employee's request will be considered by the Company's senior manager(s) to ensure consistency and fairness.

Where any element of this policy is in conflict with extant Estonian law, the Estonian law shall prevail.