



Policy

People

Fertility Policy

1 April 2024

Fertility Policy

Key Principles

1. We support and encourage equality and diversity at Landsec, and this policy sets out our approach for anyone undergoing fertility treatment.
2. We are committed to supporting you and this policy sets out the support you may receive and what you need to do to make the most of our benefits
3. This policy only applies to employees and does not apply to agency workers or self-employed contractors. It does not form part of any employee's contract of employment and we may amend it at any time.

At Landsec, we recognise the stresses, physical, emotional and financial, of undergoing fertility treatment and the impact this may have on employees. Our Fertility Leave Policy sets out the time off that we grant to employees who are undergoing fertility treatment and explains the support available to them. We appreciate no two situations will be identical and we therefore encourage individual employees to discuss with their line manager or the People team what particular support they may need.

What is Fertility Treatment?

Under this policy, fertility treatment means assisted conception treatment, which includes:

- any form of assisted reproduction carried out by a registered medical practitioner or registered nurse (for example in vitro fertilisation (IVF), intrauterine insemination (IUI) and intracytoplasmic sperm injection (ICSI));
- any treatment carried out by a registered medical practitioner or registered nurse for the purpose of preserving fertility (for example freezing eggs, sperm, embryos or reproductive tissue); and
- any medical examination or treatment in connection with the treatment mentioned above (for example blood tests, ultrasound scans, egg collection, sperm collection, embryo transfer).

What time off am I entitled to if I am receiving fertility treatment?

At Landsec we want to make sure you feel supported from the day you join us, accordingly our fertility leave is available to all Landsec employees from day one of their employment with us.

If you are receiving fertility treatment, we will grant you up to four weeks paid leave for fertility treatments in any 12-month period. This time can be taken as days or week periods depending on your requirement. The leave entitlement will be pro-rated for part-time employees.

Please discuss with your manager if you want to request time off to attend a fertility treatment appointment. Please try to provide as much notice as possible of when you need the time off and, wherever possible, arrange your appointments as near to the start or end of the working day as possible or outside of normal working hours.

However, we understand that you may need to take time off at short notice to attend your appointments. We also understand that the amount of time that you may need off for each appointment will depend on the nature of the appointment and the type of treatment that you are receiving and therefore we need to remain flexible.

We may ask you to provide proof of the date and time of your appointment.

If you are unwell because of taking fertility-related medicines or as a result of surgical procedures to manage infertility, you are able to take time off in accordance with the Sickness Absence Policy.

Sickness absence relating to IUI or IVF treatment, including following implantation of a fertilised ovum, will be recorded separately from other sickness absence and disregarded in any future employment-related decisions.

What time off am I entitled to if I am accompanying a person receiving fertility treatment?

To make a request for time off to accompany someone to a fertility treatment appointment, you should contact your line manager. You may be asked for proof of the date and time of the appointment.

Please try to provide as much notice as possible of when you need the time off and, wherever possible, try to arrange the appointments as near to the start or end of the working day as possible or outside of working hours.

However, we understand that you may need to take time off at short notice to attend the appointments. We also understand that the amount of time that you may need off for each appointment will depend on the nature of the appointment and the type of treatment being received and therefore we will endeavour to remain flexible.

How do I request support?

We understand that working while undergoing fertility treatment can be incredibly challenging. If you are finding it difficult to cope at work while you are undergoing fertility treatment, you are encouraged to speak to your line manager. If for any reason you are unable to approach your line manager, you can speak to the People Team.

If there are workplace measures we can implement to help you while you are undergoing assisted conception treatment, please raise this with your line manager or the People Team. Any such suggestions will be considered on a case-by-case basis.

As a reminder, we also have our Employee Assistance Programme - for confidential advice and support, employees can contact Lifeworks through their helpline on 0800 980 6559.

Alternatively, you can obtain various factsheets via their website generalilifeworks.com using the below access code:

Access code: generaliuik

Password: generaliuik

Working flexibly on a temporary basis

We recognise that for individuals receiving fertility treatment, the option to work flexibly on a temporary (rather than permanent) basis may be appropriate. For example, this could include working from home, hybrid working or changing your start and finish times. This is not a definitive list.

If you feel that you would benefit from a temporary change to your working arrangement on an ad hoc basis because you are undergoing fertility treatment, you should discuss and agree these with your line manager.

If you wish to request a permanent change to your hours or any other working arrangements, you should put this request in writing in accordance with our Flexible Working Procedure.

Implantation

From the point of implantation of a fertilised ovary, an employee is considered pregnant and has a statutory right to paid time off for antenatal appointments. For further information, please refer to our Maternity leave policy.

Confidentiality

We appreciate that you may want to limit the number of individuals who know about any fertility investigations or tests, or assisted conception treatment, you are undergoing. If you choose to discuss any fertility issues with your manager, we encourage you to speak with them about how you would like any related absences from work to be communicated to colleagues. If you would prefer to do so, you may speak with a member of the People Team in the first instance.