



(Approved by Board - April 2020)

## **Paid Parental Leave Policy**

### **Purpose**

New Zealand Oil & Gas Ltd (**New Zealand Oil & Gas**) is committed to building a diverse workplace, with a strong culture of workplace flexibility and a family-friendly working environment. We believe this is achieved through being flexible and supportive of family and personal commitments, and that a cornerstone of this is a supportive approach to parental leave.

### **Policy**

It is New Zealand Oil & Gas policy to support its employees through parental leave in a proactive, collaborative and open manner. To do this New Zealand Oil & Gas will:

- have proactive and responsive conversations with employees about how staff can be supported following the birth of a child and assisted to return to work from parental leave;
- supplement statutory entitlements for parents who intend to return to work at the company offering a \$2000 bonus to assist with purchase of necessary furniture and other baby related set-up costs;
- offer to employees who are taking a minimum of twelve weeks parental leave, a \$5000 return to work bonus to be repaid if the employee leaves within eighteen months; and
- offer an additional 5 days parental care leave each year, non-accumulating, to enable care for sick children.

### **Additional policy practices**

#### **Leave accrual**

- Leave following parental leave entitlements will be recognised as if the staff member had been at work on full ordinary time salary throughout the parental leave period.
- Managers will discuss in person with the employee taking paid parental leave, their preference for how they choose to remain engaged with the business over their leave period.
- On return, New Zealand Oil & Gas will ensure a family-friendly work place is provided including support for breastfeeding mothers.

## **Application of the policy**

- This policy applies from 1 July 2018.
- This policy does not form part of an employee's contract of employment with New Zealand Oil & Gas, nor give rise to contractual obligations.

## **Measurable Objectives and Accountabilities**

The company will monitor this policy by seeking feedback, from employees who have activated the policy, about their leave experience.

## **Review**

This policy will be reviewed regularly.