



# Summary of formal benefits

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# Introduction

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We recognise the importance of supporting the wellbeing and satisfaction of our employees by providing a healthy working environment and work/life balance.

The policies and procedures below provide a summary of some of the formal benefits and grievance procedures that we have in place.

# 1. Formal benefits

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All employees from across our office locations enjoy a broad range of formal benefits aligned with local custom and practice and often enhanced relative to the statutory minimum. Our HR team periodically reviews the policies and legal requirements of our international offices to ensure they are competitive and compliant with local practices. In the UK, where approximately 60% of our employees are based, the benefits we offer include:

- family-friendly benefits (including maternity and paternity leave, adoption leave, shared parental leave, parental leave, bereavement and compassionate leave);
- private medical insurance and health checks;
- life insurance;
- long-term sickness insurance;
- pension contributions;
- flexible working, including remote working, flexible hours and job sharing; and
- share ownership.

All of the benefits above are available to all full-time, part-time and fixed-term employees, with the exception of long-term sickness insurance, which is not available to fixed-term employees who instead receive a cash equivalent.

## MATERNITY AND ADOPTION LEAVE

In line with its objective of promoting equality and diversity, 3i's policy is to support employees before and after the birth or adoption of a child. Maternity, adoption and paternity leave is available to all eligible full and part-time employees and our policies meet at least the statutory minimum requirements. The summary in the table below refers to our UK policies, however employees based outside of the UK enjoy similar benefits, aligned with local legislation.

Maternity and adoption leave	
<b>Time off and leave</b>	<ul style="list-style-type: none"> <li>• 52 weeks of maternity or adoption leave, regardless of length of service</li> </ul>
<b>Maternity pay</b>	<ul style="list-style-type: none"> <li>• 100% of monthly basic salary for the first 18 weeks of the maternity or adoption leave</li> <li>• Statutory maternity or adoption pay between week 18 and week 39 of the maternity or adoption leave</li> </ul>
<b>Other benefits</b>	<ul style="list-style-type: none"> <li>• Full entitlement to other benefits, including holiday entitlement, pension, death and disability benefits and private medical insurance</li> <li>• Shared parental leave for a period of 50 weeks (after the first two weeks from birth or adoption)</li> </ul>
<b>Return to work</b>	<ul style="list-style-type: none"> <li>• Right to return to the same job</li> <li>• Company open to requests for flexible working, subject to business requirements allowing it</li> </ul>

## SHARED PARENTAL LEAVE

3i has developed a clear and accessible Shared Parental Leave ('SPL') policy in the UK for eligible mothers, fathers, partners (including same sex) and adopters to choose how to share their time off work after their child is born or placed for adoption. SPL at 3i is remunerated at 100% of salary for the first six weeks (inclusive of initial 2 weeks from birth / adoption) ; thereafter, statutory shared parental pay will apply up to week 37 of the SPL. All other benefits remain in place for the duration of the SPL. Employees based outside the UK enjoy similar benefits, aligned with local custom and legislation.

## PATERNITY LEAVE

Most of our employees are entitled to paternity leave in line with local legislation. In the UK 3i offer:

Paternity leave	
<b>Eligibility</b>	<ul style="list-style-type: none"><li>• Biological father of a child, or mother's husband or partner (including same sex), or spouse or partner (including same sex) of the adopter</li></ul>
<b>Length of leave</b>	<ul style="list-style-type: none"><li>• Up to two consecutive weeks' leave</li><li>• Does not have to be taken straight after birth or adoption, but must be completed within 56 days of birth or adoption</li></ul>
<b>Paternity pay</b>	<ul style="list-style-type: none"><li>• No changes to normal salary</li></ul>
<b>Other benefits</b>	<ul style="list-style-type: none"><li>• No changes to other benefits</li><li>• Shared parental leave for a period of 50 weeks (after the first two weeks from birth or adoption)</li></ul>