



## TRAVEL POLICY FOR NEW PARENTS

The policy rules are subject to change; hence ensure you are referring to the latest version of the policy. The interpretation of the rules or clarification of the policy as communicated by the Talent Expertise Team should be treated as final.

### POLICY OVERVIEW

#### OBJECTIVE

The objective of the policy is to support new parents at HUL when critical business travel has to be undertaken. While the policy enables this travel, the intention is not to mandate it. In fact, as a first option, alternate formats such as a virtual meeting should be explored and ruled out before opting for this policy.

#### POLICY

- ❖ The company will bear the cost of economy travel, for up to 2 children, each not older than 2 years of age, and the caregiver, as necessary, during the period of business travel.
- ❖ Lodging/boarding of the child/children and the caregiver in the same room as the employee, will be covered by the company.
- ❖ Any other expenses for the children/caregiver such as meals, separate room (if required), facilities such as use of hotel creche etc. are to be borne by the employee directly.

#### ELIGIBILITY

This policy can be availed by any HUL employee, whose presence is critical in a business engagement (meeting/conference/training/offsite etc) in a different city, when due to below reasons, the employee cannot leave behind a young child/children:

- ❖ The employee is a primary caregiver/single parent of the child, or
- ❖ The employee is a nursing/adoptive mother and/or the child is dependent on her for comfort, or
- ❖ The employee's spouse is travelling at the same time and is unable to take care of the child in the employee's absence.





## AND

The employee has already exhausted the option of joining the meeting virtually.

### APPROVAL PROCESS

- ❖ The employee can avail of this option, on the approval of his/her/their WL3+ line manager.
- ❖ Currently the policy only allows for domestic business travel. As an exception, international travel may be allowed on the approval of the WL4+ line leader of the function.

### SAFE TRAVEL GUIDELINES FOR EMPLOYEES' CHILDREN AND CAREGIVER

The employee will be fully responsible for ensuring adherence to Unilever's Safe Travel guidelines, by the caregiver and the children, including use of seat belts. Any non-compliance will be treated as a cardinal violation of safety rules. The employee needs to provide for any additional safety measure, such as an infant car seat with seat belt provision, for the infant, before commencing travel by a 4-wheeler.

From a safety point of view, the employee can choose a suitable accommodation from HUL's empanelled list of hotels. At this stage, guest house facility is not applicable for employees travelling with child/caregiver. Also, while booking of hotel accommodation, it is important to explore room options in lower floors for the children and the caregiver and ensure that they undergo safety training at the premises.

-END-





## **FREQUENTLY ASKED QUESTIONS**

### **Q) Are there any exceptions to the age limit of the child?**

- A)** Exceptions may be allowed in case of a child with special needs or a medical history requiring the parent to bring the child along. The responsibility of the well-being and special care of the child would lie solely on the employee. The exception can be done on the approval of WL3+ lineleader.

### **Q) Who can be a caregiver?**

- A)** The caregiver can be a caretaker or nanny directly employed by the employee. Spouse/partner/parent/in law or another family member can be a caretaker too in case the employee does not wish to employ a full-time caregiver and instead wishes to bring along a family member to take care of the child.

### **Q) Can an employee use the facility for travel within same city?**

- A)** Currently, the policy is applicable only for business travel outside city limits and requiring a night stay in a city other than the base location of the employee.

### **Q) How can the employee book travel for the children and caregiver under this policy?**

- A)** The travel booking will be done by HUL Travel Desk for the children and caregiver post submission of necessary approvals from WL3+ line manager for domestic travel and WL4+ leader for international travel. The employee should write to hultraveldes@dnata.com for offline booking of tickets for children and caregiver. Any booking of tickets outside the program would be non-compliant to HUL's travel policy, since it puts Unilever's duty of care at risk, and hence will not be reimbursed. Ensuring sanctity of the data shared while booking, is the sole responsibility of the employee. The booking of tickets and other arrangements will be done against the relevant cost centre. There is no separate process for claiming of expenses.

