



CAREER BREAK POLICY

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.

Objective

This policy has been developed to enable employees to take an extended period of unpaid leave from work to balance their career with other commitments, responsibilities, and interests.

WL1+ employees with greater than or equal to 2 years of employment with the company are eligible for availing career break for any of the reasons stated below:

❖ **Childcare Responsibilities:**

The facility of a career break is provided to eligible parent to help them cope with the demands of childcare. An employee could apply for a career break immediately after Maternity Leave as well if the duration sought is more than 3 months (*less than 3 months duration to be treated as Leave without Pay*).

❖ **Adoption Leave:**

Career Break following legal adoption may be permitted for eligible employees on the same basis as above.

❖ **Eldercare Responsibilities / Personal Family Commitments:**

Career break may be permitted to eligible employees for taking care of elderly parents or any other personal family commitments e.g. supporting children during Board exams.

❖ **Joining Spouse/Partner at the Place of their Posting**

Career Break may be permitted for eligible employees intending to join their spouses/partners in their place of postings.

❖ **Professional Development / Higher Education**

In case of higher education / certification, the course / program that the eligible employee is enrolling has to be relevant to the talent needs of our current or future business. This should be prior agreed with the LM and HRBP.





❖ To Pursue a Personal Reason Like Pursuing a Hobby, Travel, etc.

Further, this will be subject to the discretion of the Company and the needs of the business. All eligible employees availing of this policy for any other reasons would be subject to approval from LM, HRBP and HRVP.

1. The length of career break availed can be for a minimum of 3 months up to a maximum of 2 years. Breaks of less than 3 months should be made through a request for unpaid leave of absence.
2. An employee may seek to take more than one career break, but there should be at least three years between each break and separate approval must be sought on each occasion.
3. The employee must discuss the career break with his / her / their LM and HRBP. The request needs to be endorsed and recommended by the DPF Chairperson. The final approval should be from the respective function HRLT member. The request must be made with all details and background papers, where relevant, and at-least three months prior to the intended start date of the career break.
4. When considering a career break application, the following factors should be considered by the DPF Chairperson and HRBP:
 - The purpose of, or reasons for, the career break
 - The period of absence requested and the needs of business
 - The employee's length of service (minimum 2 years since date of joining, no exceptions)
 - Whether the employee has taken a career break on a previous occasion
 - The potential for the employee to return to a similar / the same role
 - Employees who have an OPS of $\leq 25\%$ in the last performance cycle and or, average PR of $\leq 50\%$ in the last two performance cycles are not eligible for Career Break.

This list is non-exhaustive therefore other factors may influence the organization's decision.





CAREER BREAK TERMS

As part of proceeding on CB, the employee will have to complete a 'partial' full & final settlement with the company. The employee must return all outstanding Loans, white goods/furniture (if any) before availing of the Career break. During the career break period, the company flat and other perks, as per WL entitlement, including medical will not be available to the employees.

On resumption of full-time employment, previous service (prior to the commencement of Career Break) will be counted as continuous for all relevant benefits. For this norm to apply for Provident Fund, Pension and Gratuity, the employee should not be employed with any other employer during the career break.

Annual Leave: All accrued leaves must be taken before going on career break. No Payment in lieu of outstanding leave will be made, neither will any 'carry over' of leaves be allowed. There is no entitlement of annual leaves during career break.

While re-employment cannot be guaranteed, employees returning from career break would receive preferential consideration. For the duration of the career break, it's the responsibility of the employee to stay in touch with his / her / their LM and HRBP.

The employee will join back in the same Grade/Work Level and other terms and conditions applicable at the time of availing of the career break although the salary itself may be revised at the discretion of the Company.

For any Career break extension request, the request must be made at-least 45 day before the current career break end date and will be subject to approval from LM & HRBP and signed off by the respective function HRLT member.

In all cases where a career break is sanctioned, and the employee wants to be gainfully engaged outside of Unilever (whether employment or otherwise), to avoid any conflicts of interest, prior clearance from HRVP is required for the terms of career break to continue.





Organization reserves the right to terminate the employment if the employee does not return as per the agreed career-break return date.

Any non-compliance on the above would be considered as a violation of the company's code of conduct.

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