

# Nestlé Central & West Africa Region Parental Policy



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Policy  
Mandatory  
**For internal use**  
August 2015

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**Issuing Function**  
Human Resources

**Target audience**  
All Nestlé CWAR employees

**Approver**  
Nestlé CWAR Regional Leadership Team

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# Foreword

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At Nestlé, our ambition is to be the leading Nutrition, Health and Wellness company, and we want to lead by example.

We know that the first 1,000 days of life - from conception to the child's second birthday - offer a unique window of opportunity for ensuring optimal growth and development in the short term and for impacting the future health of a child over the long term.

As a manufacturer of nutritious foods and beverages for mothers, caregivers, children and babies, we place significant focus on contributing to better nutrition and health in the first 1,000 days, and this starts with our employees and their families.

To foster a conducive environment for optimal nutrition during this period, we are establishing the Nestlé CWAR Parental Policy (hereinafter "the Policy"). This policy will help us better support our employees and their children in our sites across the region. It also reinforces our support for the World Health Organization's (WHO) recommendation of exclusive breastfeeding for the first six months of life, followed by the introduction of adequate nutritious complementary foods along with sustained breastfeeding up to two years of age and beyond.

In addition to supporting good nutrition and health, this Policy enhances our commitment towards gender balance at the workplace. We believe that it will help us attract and retain female talents and will lead to a happier and more motivated workforce.

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Market Head  
Nestlé Central and West Africa Region

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Nestlé Central and West Africa Region

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# Purpose and Implementation

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## **Purpose**

Nestlé launched its global Maternity Protection Policy in June 2015.

The global Policy embraces the key principles set out by the International Labour Organization Maternity Protection Convention (Convention C183), which is one of the most significant established tools to support gender equality and promote breastfeeding in the workplace. It also reinforces our support for the World Health Organization's (WHO) recommendation of exclusive breastfeeding for the first six months of life, followed by the introduction of adequate nutritious foods to complement sustained breastfeeding up to two years of age and beyond.

The purpose of this document is to complement, and sometimes go beyond, the global Maternity Protection Policy in the countries where Nestlé operates in Central and West Africa.

Specifically, it promotes five areas:

1. Parental leave
2. Employment protection and non-discrimination
3. Healthy work environment
4. Flexible work arrangements
5. Conducive work environment to breastfeed

## **Implementation**

The minimum standards set out in this Policy will be implemented across Nestlé Central and West Africa Region (CWAR) by end 2016.

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# Minimum standards

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## 1. Parental leave

A minimum 16 weeks paid maternity leave will be provided to all female employees working in Nestlé CWAR. Where local legislation exceeds 16 weeks, we will comply with local legal requirements.

Female employees have the right to extend maternity leave up to six months. The maternity leave beyond the minimum paid 16 weeks will be remunerated in accordance with local legislation.

Both provisions above are applicable to all employees who are the primary caregivers<sup>1</sup> of their new-borns, including male employees and adoptive parents.

A minimum of 5 days paid paternity leave will be provided to all male employees working in Nestlé CWAR. Where local legislation exceeds 5 days, we will comply with the local legal requirements.

Parental leave is applicable to the period(s) directly preceding and/or following the birth.

## 2. Employment protection and non-discrimination

Nestlé CWAR will not discriminate against employees returning from parental leave. The opportunity to return to the same or an equivalent job is included in the Parental Leave checklist for Nestlé CWAR (see Annex 1).

## 3. Healthy work environment

When notified by an employee of her pregnancy, all Line Managers are required to review the work being undertaken by her and her physical working environment to ensure the health of the woman and her unborn child.

On returning to work a similar review will be undertaken.

## 4. Flexible work arrangements

Nestlé CWAR is committed to ensure employees can balance their work and personal commitments. As such, we aim to enable pregnant women and employees returning from parental leave to benefit from flexible work arrangements whenever possible, in line with the global Flexible Work Environment at Nestlé guidelines.

When notifying the company of a pregnancy and when returning from a parental leave, employees should discuss their personal work arrangement needs with their Line Manager. They can apply for flexible work arrangements, including flexible hours, part time work or job sharing. The applicability of each flexible work arrangement depends on the type of work and business need. A case by case evaluation should take place to assess for the possibility of working flexibly based on the following principles:

- Employees are entitled to have a discussion about flexibility and to have their needs for flexibility properly considered.
- Managers have a responsibility to advise why a flexibility option is or is not workable.
- Decision-making about access to flexibility should be objective, consistent and transparent across the company.
- Flexibility needs to work for both the business and the employee.
- A flexible work arrangement for one person should not disadvantage others.
- Ensuring the success of a flexible arrangement is the shared responsibility of managers and employees.

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<sup>1</sup> The “primary caregiver” is someone who has the primary responsibility for the care of the child immediately following birth or adoption.

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# Minimum standards

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## **5. Conducive work environment to breastfeed**

We are committed to provide a conducive environment for our employees who breastfeed.

All lactating mothers are entitled to have reasonable daily breaks or a daily reduction of work hours to breastfeed, in line with local legislation.

In addition, all Nestlé CWAR sites with more than 50 female employees must make breastfeeding rooms available to lactating mothers. These rooms provide lactating mothers with a relaxing and secure environment to either breastfeed or express milk during working hours.

All breastfeeding rooms should comply with the following minimum requirements:

- Be exclusively used as breastfeeding rooms
- Be centrally located
- Have adequate lighting and ventilation
- Provide adequate privacy
- Contain the following furniture and appliances: breastfeeding sofa chair with cushions, sink with running water, fridge, diaper change table and baby spring chair
- Provide the following items: hand sanitizer, tissue dispenser, breastfeeding educational material.

## **6. Other**

In addition to the provisions above, Nestlé CWAR will provide additional actions that further reinforce the health and wellbeing of our employees and their families.

### **Medical cover**

Nestlé CWAR provides medical cover for its employees and their immediate family members. This cover includes pre and post natal care at public hospitals and clinics. Please refer to local guidelines available from Human Resources in your country.

### **Dedicated parking space**

Where the Nestlé site has dedicated parking spots for employees, parking spots close to the site's entrance should be provided to pregnant women who require them or who are in their last trimester of pregnancy, whenever possible.

### **Counselling and support**

Nestlé employees should be guided to take advantage of the resources provided through "Start Healthy Stay Healthy", the nutrition education programme for mothers and caregivers.

### **Childcare support**

In Nestlé CWAR sites with a significant number of parents with children under two years of age, the company will determine whether the provision of onsite childcare facilities is viable. Where the provision of onsite childcare facilities is not possible, Nestlé CWAR will provide support in identifying available quality childcare support for parents.

# Annex

## Parental Support Checklist

### Prior to Parental Leave

Employee	Notify line manager of expected date of birth. This should be a minimum of 3 months prior to expected date of birth.	<input type="checkbox"/>
Line Manager	Review work and physical environment to ensure the safety of the employee and her unborn child during pregnancy. Make changes where necessary.	<input type="checkbox"/>
Line Manager	Inform of parental leave to HR Department.	<input type="checkbox"/>
Human Resources Business Partner (HRBP)	Confirm parental leave dates and provide following policies to employee: <ul style="list-style-type: none"><li>• Parental Leave Policy</li><li>• Flexible Work Environment at Nestlé</li><li>• Confirm medical cover and process</li></ul>	<input type="checkbox"/>
Employee	Advise Line Manager and HR of expected leave dates – paid, unpaid.	<input type="checkbox"/>
Line Manager	Discuss workload handover and back-up plans with employee and team	<input type="checkbox"/>
Line Manager	Discuss return to work plan with the employee. Include discussion about flexible work opportunities.	<input type="checkbox"/>

### Prior to returning from Parental Leave

Employee	Notify line manager of expected date of return to work and preference for working time.	<input type="checkbox"/>
Line Manager	Review working time preferences with an open mind using the guidelines document to assist in determining whether the arrangement will be possible.	<input type="checkbox"/>
Line Manager	Notify HR if working time is to be adjusted.	<input type="checkbox"/>
HR	Complete SAP form if changes in working time impact pay.	<input type="checkbox"/>
HR Admin	Forward Return to Work Checklist to Line Manager	<input type="checkbox"/>

### On returning from Maternity Leave

HRBP	Day 1 of return, show the employee the breastfeeding room.  Familiarise the employee with the counselling and support available through "Start Healthy Stay Healthy", the nutrition education programme for mothers and caregivers.	<input type="checkbox"/>
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