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# Danone Global Parental Policy

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# 01

## PURPOSE & SCOPE

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The mission of Danone is to bring health through food to as many people as possible. As part of the Danone Manifesto, we stand for health and well-being and we will stand next to our employees, their families, and their children in the quest for good health, by encouraging diets and lifestyles that will bring the most benefit through proper care and nutrition.

We commit that by 2020s, we will have created conditions for all our employees to live their journey as parents and to be recognized as a parent friendly company and culture.

With the Danone Global Parental Policy we will stand next to our employees:

- as upcoming and new parents, for a healthy start in life of their children
- as working parents, for their well-being & a successful transition back to work

We commit to support parents in their individual choices during their child's first 1000 days, between the start of a pregnancy and the second year of life.

This policy applies to all permanent employees across the world and will set in place common foundations for both primary and secondary caregivers. Common foundations will be applied on the basis of caregiver status regardless of whether the employee is the mother, father or adoptive parent of the child.

### 1.1 Principles of the Global Parental Policy

The Global Parental Policy is supported by the following important principles:

#### 1. Compliance with Local Legislation

First and foremost, the countries in which we operate need to be as a minimum compliant with local legislation. The common foundations described in this policy are intended to supplement or exceed locally existing legislative conditions.. However, in the event that the local legislative standards are more beneficial towards parents, the local legislative standards should be implemented.

#### 2. Supporting the WHO's global public health recommendation

The Global Parental policy supports the WHO's global public health recommendation calling for exclusive breastfeeding for their first six months of age and continued breastfeeding up to two years and beyond.

The policy aims to facilitate mothers to breastfeed or express breastmilk by providing accurate information, facilities and support.

### **3. Gender Equality**

The policy describes common foundations in terms of primary caregivers and secondary caregivers' status and not in terms of mother and fathers. At Danone, we understand that each family is unique and that the primary caregiver is not always the biological mother of the baby.

### **4. Protection against discrimination**

A core principle of the Danone Global Parental Policy is to protect our employees against discrimination at any time during their employment period. No employee should be reluctant to announce a pregnancy or be discriminated against on the basis of maternity, paternity or adoption.

### **5. Access to information**

Upon notification of pregnancy or adoption, every employee should be made aware of all the rights concerning parenthood, such as the right to paid parental leave, working in a safe working environment, legislative aspects, salary and benefits and applicable rules and regulations.

### **6. Equality across all Danone geographies**

At Danone, we want all our employees to be eligible for a common foundation of parental support and benefits, regardless of the country in which they are based.

# 02 COMMON FOUNDATIONS

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The common foundations set out in the Global Parental Policy (GPP) will always first and foremost respect the legislative standards in each of the countries in which we operate, as well as the standards as prescribed by the World Health Organization (WHO) Guidelines. Common foundations have been set for both primary and secondary caregivers, regardless of gender, throughout the first 1000 days of a baby's life.

Danone commits to implement the common foundations across all divisions worldwide by the end of 2020.

## 2.1 Pre-Natal Period

What expectant mothers do and eat during the pre-natal period will make a difference in the rest of their baby's life. Danone believes in supporting parents during this critical time period. . All expectant parents should have a one-on-one meeting with their line-managers and HR Business Partner during the pre-natal period in order to complete a work environment risk assessment, and in order to discuss any specificities relating to the pregnancy that are relevant for the work environment

### 2.1.1 Adapted working conditions

Based on the potential health risks identified to the pregnant mother and her baby, there may be instances in which the primary caregiver's job content and working environment needs adaptation. Job content and working environment adaptation is necessary in order to guarantee that pregnant women do not perform work that is prejudicial to their health or that of their baby

Examples of adapted working conditions include, but are not limited to, the following:

- Consider "sitting work" in instances where work is normally performed while standing
- Office-based or remote sales in the instances of travelling field sales employees (whenever possible)
- Reduce night shift work and replace with day shift work (whenever possible)
- Parking closer to the office
- Moving desks to the ground-floor of a building if there is no escalator in the building

## 2.1.2 Flexible working schedule

Flexible working schedules relating to the pre-natal period are subject to local entity confirmation and to legislation in certain countries. Danone relies on local practices in this regard. Examples of flexible working schedules include, but are not limited to the following:

- Weekly telecommuting/working from home during the third trimester of pregnancy
- Flexible start and end times based on individual needs and feasibility

## 2.1.3 Pre-natal health and nutrition advice

Danone is uniquely positioned to provide accurate and relevant advice to employees, as early life nutrition is a core component of Danone's business. In this regard, all employees regardless of caregiver status will be offered health and nutritional counselling and access to educational programs and/ or resources, tailored to individual needs.

## 2.1.4 Pregnancy related medical examinations and childbirth

Parents should be allowed time-off at full pay to attend their pre-natal medical examinations. In this regard, Danone will provide 3 half-days of pre-natal leave which should be used for all expectant mothers to attend medical examinations. Secondary caregivers may also make use of this benefit, if they choose to do so, in order to support the expectant mother during these medical examinations

## 2.2 Caregiver Leave

### 2.2.1 Paid leave

Danone offers the following minimum paid parental leave, which covers both birth parent and legally adoptive parent. In the event that the local legislation standards are more beneficial, then the local legislative standards shall be implemented. Paid leave has been categorized by caregiver status and is summarized in the table below:

	<b>Birth Parent</b>	<b>Legally Adoptive Parent</b>
Primary Caregiver	18 Weeks	14 Weeks
Secondary Caregiver	10 Working days to be taken within 6 months of the birth of the baby/ies	10 Working days to be taken within 6 months after the date the adoption

Local business units will implement the full required amount of paid leave gradually through the necessary social dialogue, latest by 2020.

During paid parental leave, employees will continue to receive their full Salary and Benefits. Annual leave will continue to accrue during the period of paid parental leave. Any payments which the parent would have normally received during this period will still be paid. Parents will continue to be eligible for a salary review during this period if they would normally be eligible, however the timing of the annual salary review will depend on the local Danone entity.

Upon the employee's request, a communication channel may be established between Danone and the employee in order to share information and keep abreast of new developments in Danone and is intended to keep parents informed so as to ensure a smoother integration back to work after completing parental leave.

## 2.2.2 Unpaid leave

In addition to the paid parental leave, at their request, parents are allowed to take additional unpaid leave to encourage breastfeeding in the first 6 months of life. In the event that the local legislation standards are more beneficial, then the local legislative standards shall be implemented.

Unpaid leave has been categorized by caregiver status and is summarized in the table below:

	<b>Birth Parent</b>	<b>Legally Adoptive Parent</b>
Primary Caregiver	8 Weeks	8 Weeks
Secondary Caregiver	4 Weeks	4 Weeks

## 2.3 Post-natal period

Danone believes that parents are able to find fulfillment in performing work but at the same time understands the challenges of becoming a new parent. Danone wants to be recognized as a parent friendly company and we want to ensure a smooth re-integration process into the workplace for our new parents.

We therefore have a number of common foundations that are critical to provide during the post-natal period. These are described below:

### 2.3.1 Job Protection

Danone provides parents with the right to return to work in the same or equivalent position paid at the same rate at pay after returning from paid or unpaid parental leave, up to the limits described in this policy.

Furthermore, parents returning back to work will not be prejudiced against when compared to their peers, with regards to career opportunities, potential ratings and objective achievement scores impacting short-term incentive payments.

### 2.3.2 Back to work program

In order to ensure a smooth integration back into the workplace, every parent should have a one-on-one interview with their line manager and HR Business Partner upon returning to work in order to discuss and agree how the company can best provide support to the new parent.

### 2.3.3 Flexible working schedules for parents

Flexible working schedules should be considered for all primary and secondary caregivers upon their request. Flexible working schedules are subject to local entity confirmation and to legislation in certain countries. Danone relies on local practices in this regard.

Examples of flexible working schedules include, but are not limited to, the following:

- Reduced working hours
- Part-time employment options
- Telecommuting/working from home for one day per week
- Flexible working hours based on individual needs
- Job-sharing

### 2.3.4 Supporting breastfeeding in the workplace

Danone supports the WHO's global public health recommendation calling for exclusive breastfeeding for the first six months of age and continued breastfeeding up to two years and beyond. . We acknowledge that returning to work may influence a mother's decision whether or not to continue breastfeeding. To facilitate and encourage mothers to continue breastfeeding, Danone will provide lactating mothers with access to exclusive lactation facilities to either breastfeed (where possible) or express breastmilk during working hours (with dedicated breaks) in a safe, private, hygienic and adapted environment, or reasonable time-off during the day in order to either breastfeed or express milk.

Lactation rooms must be installed in head offices and in sites with more than 50 female employees and shall conform to the facilities standards regulating lactation rooms.

(This includes equipment such as a fridge, access to water and storage of pumping material). Those sites with less than 50 female employees may also do so when requested by any of the female employees.

### 2.3.5 Nutritional advice

Danone is uniquely positioned to provide accurate and relevant advice to employees, as early life nutrition is a core component of Danone's business. In this regard all employees will be offered health and nutritional counselling and educational programs and/ or resources which may be tailored to individual needs.

Danone champions gender diversity and women empowerment through a number of global projects, including driving senior leadership parity, supporting women in developing economies and a Parental Policy. Our Parental Policy aims to give everyone the opportunity to achieve their personal, family and professional ambitions, irrespective of gender. This is one way Danone promote equality worldwide.