

## **NEW AND EXPECTANT MOTHER POLICY**

### **Introduction**

Employ My Ability (EMA) recognises that pregnant women or new mothers may be affected by hazards in the workplace which would not affect other employees.

Some health and safety issues may result in discrimination against women; however health and safety legislation will take priority over sex discrimination.

### **Definitions**

This policy defines new and expectant mothers as those that are:

- Pregnant.
- Breastfeeding or have given a birth within the last six months.

### **Policy**

A risk assessment must be completed by the line manager as soon as they are informed of the pregnancy.

If any risks are identified, then EMA will take action to remove, reduce or control the risk.

If the risk cannot be removed, EMA will:

- Temporarily adjust working conditions and/or hours.
- Offer suitable alternative work at the same rate of pay.
- Suspend her from work on paid leave to protect her and the child.

Risk assessment reviews may be needed throughout the pregnancy.

### **Company Responsibilities**

EMA has a duty of care for the health & safety of all employees whilst at work under section 2 of the Health & Safety at Work Act 1974. Also under the Management of Health and Safety at Work Regulations place a requirement on employees to carry out a risk assessment and evaluation of all significant hazards, which may be faced by new or expected mothers within the workplace.

The Workplace Regulations require employers to provide suitable rest facilities for workers who are pregnant or breastfeeding.

### **Employees Responsibilities**

New and expectant mothers must inform their manager in writing as soon as they become or are aware that they are pregnant. The employee will report to her manager any difficulties, she may be experiencing or special requirements she may need.

## **Managers**

The manager must undertake a specific risk assessment when officially informed by the employee in writing.

All Information will be treated in the strictest of confidence.

## **Non Compliance**

All employees have a role to play in enforcing the policy and are required to deal with any observed or reported breaches. Should employees feel apprehensive about their own safety in regard to addressing any breach, they should seek senior management support.

Failure to comply with this policy may lead to a lack of clarity over job role, learning needs or expected standards of performance, resulting in reduced effectiveness or efficiency, underperformance and putting service delivery at risk.

Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with the Company's Disciplinary Policy up to and including dismissal.

## **Implementation of the Policy**

Overall responsibility for policy implementation and review rests with EMA senior management. However, all employees are required to adhere to and support the implementation of the policy. EMA will inform all existing employees about this policy and their role in the implementation of the policy. They will also give all new employees notice of the policy on induction to the Company.

This policy will be implemented through the development and maintenance of procedures for appraisals and one-to-one meetings, using template forms, and guidance given to both managers and employees on the process.

## **Monitoring Policy**

The policy will be monitored on an on-going basis, monitoring of the policy is essential to assess how effective EMA has been.

## **Reviewing Policy**

This policy will be reviewed and, if necessary, revised in the light of legislative or codes of practice and organisational changes. Improvements will be made to the management by learning from experience and the use of established reviews.

## **Policy Amendments**

Should any amendments, revisions, or updates be made to this policy it is the responsibility of EMA senior management to see that all relevant employees receive notice. Written notice and/or training will be considered.

## **Additional Information**

If you require any additional information or clarification regarding this policy, please contact your manager. In the unlikely event where you are unhappy with any decision made, you should use the Company's formal Grievance Procedure.