



Exeter Food Action Family Friendly Policy

1. Introduction

Exeter Food Action (EFA) is committed to supporting employees with caring responsibilities and creating a family-friendly workplace culture. This policy outlines our commitment to ensuring that all employees with caring responsibilities are able to balance their work and caring responsibilities effectively.

2. Flexible Working Arrangements

EFA recognises that employees with caring responsibilities may need to work flexibly to accommodate their caring responsibilities. We will consider all requests for flexible working arrangements, including part-time work, job sharing, working from home and flexible start and finish times, and will seek to accommodate these requests where operationally feasible.

3. Parental Leave and Neonatal Care

EFA supports employees who are expecting a child or adopting a child. We offer parental leave for both parents, in line with statutory requirements.

The right to Neonatal Care (Leave and Pay) Act, entitles eligible parents to take up to 12 weeks' neonatal care leave if their baby, as well as neonatal care pay if further eligibility requirements are met. This is in addition to existing entitlements, such as maternity leave. The provisions of the act apply to babies born on or after 6th April 2025.

4. Time off for Dependants

EFA recognises that employees may need to take time off to care for a dependant in an emergency or to deal with unexpected situations. We offer unpaid time off for dependants in line with statutory requirements.

5. **Support for Breastfeeding**

EFA supports employees who wish to breastfeed or express milk at work. Within the constraints of the building from which we operate, wherever possible, we will provide a private and comfortable space for employees to breastfeed or express milk, and we will offer flexible working arrangements to enable employees to take breaks for breastfeeding or expressing milk.

6. **Return to Work**

EFA recognises that employees who have taken time off for caring responsibilities may need additional support when returning to work. We will provide a phased return to work, where appropriate, and will offer additional training and support to help employees transition back into their role.

7. **Carer's Leave**

EFA offers carer's leave to employees who have caring responsibilities for a relative or friend who is seriously ill or disabled. The leave is unpaid, but it provides employees with the flexibility to provide care and support for their loved one.

8. **Review**

This policy will be reviewed annually to ensure that it remains effective and relevant. Any necessary changes will be communicated to all employees.

By implementing this family-friendly policy, EFA aims to support employees with caring responsibilities and create a workplace culture that is inclusive and supportive.

Agreed by Trustees on: 28.02.26

Date for review: February 2027