

Our Group Inclusion Commitments

Caregiver leave

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Our Group Inclusion Commitments are minimum standards for Spirax Group. Where current practice or local law go further than these standards, the greater benefit should always continue to apply.





Supporting our caregivers

Summary

As the world's population grows, gets older and experiences long-term health challenges, the number of caregivers is increasing globally. Demands on those caregivers are increasing too, including from shortages in professional caregiving services and the rising cost of living.

Many of our Spirax Group colleagues are already caregivers. They are looking after children, vulnerable adults, people with a disability or health condition and many others – all whilst working and managing other aspects of life.

All of us have the potential to become a caregiver and all of us are likely to need care at some point in our own lives as well.

Across our Group, we want to have a working culture where everyone is included, able to be themselves and achieve their full potential.

So, we have committed to support every colleague who is a caregiver with up to 15 days of paid 'caregiver leave' every year. It can cover planned caregiving duties (such as taking a dependant to a medical appointment) or unexpected, emergency or urgent situations, as well as time to seek professional mental health support related to being a caregiver. This guide sets out the principles behind this in more detail.

As one of our Group Inclusion Commitments, caregiver leave is a minimum standard for Spirax Group. Where current practice or local law go further than this commitment, the greater benefit should always continue to apply.

We have committed to support every colleague who is a caregiver with up to 15 days of paid 'caregiver leave' every year.



Supporting our caregivers

The global context

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We believe that every colleague who is a caregiver should be supported to balance their caregiving responsibilities with their work. That's good for our colleagues, for the people who depend upon them, and for our business.

'Caregiver' is a term for anyone who provides regular care for someone (like a family member, friend or neighbour) who is dependent on that carer for support.

The number of caregivers is increasing globally as the population grows, gets older and faces long-term health challenges, including new pandemic-related challenges:

- There are more than 56 million caregivers in the USA – more than 20% of the US population, with the majority also in employment. The UK has over 13 million caregivers, again with the majority of these also working. In France, almost 13% of the population are 'close caregivers' and India has over 138 million 'family caregivers' – around 10% of the population (source: [IACO](#)).

- More women than men are likely to become caregivers. Women also become caregivers earlier in life and are more likely to provide care as that care becomes more intensive (source: [Carers UK](#)).
- One in five unpaid caregivers globally started caregiving as a result of the pandemic back in 2020. China saw the highest increase in average weekly caregiving hours – up 16.3 hours per week to 29.2 hours per week (Taiwan, Brasil, Spain, USA and India followed a similar trend). India, China and Brasil experienced the highest increase in the need to provide emotional care. Along with Australia, they also had the biggest increase in home care at that time (source: [Embracing Carers](#)).
- Increasingly, first time caregivers are younger and are parents. They juggle caregiving with parenting and work. This has a substantial impact on their physical and emotional health, and on their careers – whatever the type of care they provide (source: [Embracing Carers](#)).

Carers Worldwide report that:

92% of caregivers worry about money

79% of caregivers suffer from anxiety or depression

48% of caregivers worry about their own health

Source: [Carers Worldwide](#) research across India, Nepal and Bangladesh

Supporting our caregivers

Our Group Inclusion Commitment

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We're helping every colleague who is a caregiver to support their loved ones or take time for urgent mental health support with up to 15 days of paid 'caregiver leave' every year.

What is caregiver leave?

Many of our colleagues have caregiving responsibilities. This can make it difficult to balance work and the care they need to provide for others who depend upon them. To help in these situations, all colleagues can access up to 15 days paid caregiver leave each year, enabling them to provide essential care and continue to contribute to the success of our Group.



How can this leave be used?

1. To provide one-off or regular, planned or emergency, practical or emotional caregiving support for a 'dependant'.
2. To arrange or attend personal mental health support (from a professional mental health service) which is required as a direct result of personal caregiving responsibilities or for caregiving-related, medically-certified sickness absence.

What we mean by a 'dependant':

A dependant is someone who relies on the colleague for their care or support. This might be a family member or someone else who depends on the colleague, whether they live at the same address as the colleague or not. This could include children, vulnerable adults, people with disabilities, people with long-term or terminal conditions, elders, veterans, people with emotional or dementia-related conditions, or others.

What scenarios does caregiver leave cover?

Caregiver leave can be taken by the hour, as a day or blocks of days as is reasonable and is available to all colleagues from day one of their employment with Spirax Group.

Caregiver leave is not intended as extra time off in school holidays. In addition, it cannot be used where a colleague is already paid by a third party to be a caregiver (for example - in some countries, the State may pay caregivers to fulfil their caring duties; caregiver leave would not apply in these situations).

It is impossible to predict every kind of caregiving scenario, but this toolkit provides examples of appropriate uses of caregiver leave and examples of when other support is more suitable.

Colleagues should always discuss their individual circumstances with their manager and HR.



Supporting our caregivers

Our Group Inclusion Commitment continued

How to agree caregiver leave

Colleagues are responsible for sharing the nature of their caring responsibilities with their manager and for providing updates should anything change (in line with any local legal considerations on this). This will help managers to understand and offer appropriate support that balances the needs of the caregiver with those of the team and the business.

Requests for caregiver leave must be signed off by your manager and HR in advance and be recorded following local procedure.

Where caregiver leave is used for unexpected, emergency or urgent caregiving situations, requests for caregiving absence are likely to be made at short notice or to be unpredictable. Colleagues should try to give as much notice as possible to their manager and HR so that the impacts of any absence can be managed. Colleagues are trusted to act appropriately in these situations.

Support for caregivers

Caregiving can place exceptional physical, mental and/or emotional stress on individuals, so caregiver leave can also be used to support urgent self-care for carers. This may include arranging or attending personal mental health support from a professional mental health service, which is required as a direct result of personal caregiving responsibilities or for caregiving-related, medically-certified sickness absence. Caregiver leave is not to be used as additional annual leave for caregivers or for random extra days off.

Remember that our global Employee Assistance Programme is available to all colleagues free of charge, 24/7 and in your local language. It can help with advice, counselling or other support on all aspects of life – for everyday matters and in times of crisis.

Local support may also be available from Wellbeing Champions, Mental Health First Aiders or other locally arranged support services. Check with local HR for information in your location.

What if more support is needed?

Fifteen days is our minimum global standard and a maximum annual benefit for colleagues – unless national or local law requires a greater provision (in which case, we will offer the greater benefit and always be legally compliant). 'Annual' means in line with local procedure (e.g. annual leave year, calendar year).

Where a colleague finds they require more than 15 days caregiver leave annually to manage their caregiving responsibilities, they must explore and agree alternative temporary or permanent solutions with their manager and HR to more sustainably balance caregiving and work. This might include home-working, flexible working, changing contractual hours or work patterns, unpaid leave, career breaks, annual leave or other locally-specific options.

The company may refuse requests for caregiver leave where they are unreasonable or do not meet the requirements or intent or spirit of our Group Inclusion Commitment.



Supporting our caregivers

Examples of when caregiver leave can be used

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Caregiver leave is intended for use in specific situations to provide short-term support to colleagues juggling work and caregiving responsibilities. It can be used to:

1. Provide one-off or regular, planned or emergency, practical or emotional caregiving support for a dependant (as defined in this toolkit).
2. Arrange or attend personal mental health support (from a professional mental health service) which is required as a direct result of personal caregiving responsibilities or for caregiving-related, medically-certified sickness absence.

Examples of situations this might apply to include:

- ✓ Providing one-off or regular care for a dependant who has a serious health condition, is undergoing medical treatment, becomes incapacitated through illness or injury, or is unable to care for themselves and no other support is available.

- ✓ Taking dependants to medical or hospital appointments (e.g. for a consultation / diagnosis or to receive treatment or undergo medical procedures) when no one else can help, if the dependant needs additional assistance to understand what is happening (e.g. because of their age or a dementia-related condition), or where you are the legal parent or guardian of a child or disabled or vulnerable adult.
- ✓ Where a primary caregiver is temporarily unable to provide care (e.g. during an emergency or unplanned situation) and caregiving temporarily becomes your responsibility, or if you become the permanent primary caregiver.
- ✓ Providing care at home for the first few days after a dependant's surgery.
- ✓ Time out to arrange professional care when a care provider cancels.
- ✓ Moving a dependant into a care, nursing, palliative care home or similar.

- ✓ Providing essential support for someone receiving end-of-life or recuperative care when no other support is available.
- ✓ Monitoring or accompanying a dependant having an acute mental health crisis.
- ✓ Responding to a sudden illness, accident or time-critical emergency affecting a dependant.
- ✓ Taking time out to attend a care planning meeting with a medical professional with/on behalf of a dependant.
- ✓ Providing urgent caregiving for a child following emergency, short notice closure of a school where no other support is available.
- ✓ Time out for mental health diagnosis, counselling or medical treatment from a professional mental health/ medical service because of a caregiving-related mental health condition, or for caregiving-related, medically-certified sickness absence.



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Examples of when caregiver leave does not apply and other support would be more appropriate

To help ensure consistent and fair access to caregiver leave, we have outlined scenarios below where it does not apply and where other support is more appropriate.

- × Where another person is the primary caregiver and is able to provide full care without assistance.
- × To provide a break for a primary caregiver (unless it is during an unplanned or emergency situation).
- × Providing care for a non-serious or short-term medical condition such as a common cold, influenza, earache, upset stomach, headaches (other than debilitating migraines) and/or routine dental problems unless complications arise.
- × Any caregiving requests outside of scheduled working hours.
- × Cases where you are receiving third party payment for being a caregiver (e.g. from a local medical service or local or national government).
- × Using caregiver leave for a social visit.
- × For regular, day-to-day school drop offs or pick ups, or similar situations.
- × Taking dependants on leisure trips, even if they have care needs.
- × To take extra time off during school breaks or other holidays, or to use caregiver leave as additional holiday/vacation or to extend annual leave.
- × Staying home with a partner, child or other dependant who has an illness and who does not need assistance.
- × Using caregiver leave to go shopping or for your own dentist, doctor or medical appointment (unless directly related to mental health support for caregiving).
- × Staying home to do non-caregiving or personal tasks.
- × Casually/informally keeping watch on children for a few hours.
- × Taking time off for mental health reasons that are not related to caregiving.
- × Travelling to spend time with a relative receiving care where the visit is primarily or wholly a social or family visit and/or where you are not travelling to provide direct care or support (e.g. travelling abroad to visit ageing parents but not to take full responsibility for their daily care or support).
- × Using caregiver leave to integrate a new pet into your household or for anything related to animal welfare.
- × Caregiver leave may not be granted if proper approval procedures were not followed.

Remember:

Where caregiver leave is not appropriate, you should discuss other options with your manager and local HR as alternative support may be available. This might include temporary or permanent home-working, flexible working, changes to contractual hours or working/shift patterns, unpaid leave, career breaks, medical leave, annual leave, support through services such as our global Employee Assistance Programme or from local healthcare schemes.



Supporting our caregivers

Where to learn more

AARP information hub:

Non-profit, non-partisan US organisation empowering people as they age.

Aging.com:

Information on ageing and caregiving, health and wellbeing, and lifestyle advice.

Care for Carers:

Comprehensive listing of organisations supporting carers and on all related topics in the UK.

Caregiver Action Network (CAN):

Directory of caregiving support, information, agencies and organisations in the USA.

Caregivers Alliance Limited:

Professional non-profit organisation in Singapore dedicated to supporting caregivers who look after people with mental health challenges.

Carers UK:

Help and advice to make life better for caregivers from a UK perspective (resources useful globally too).

Carers Worldwide:

Promoting support for caregivers across South Asia, including India.

Embracing Carers:

Advice and support for caregivers around the world, including a focus on personal wellbeing, training and toolkits from various caregiver organisations.

Family Caregiver Council:

Directory of US support organisations including specialist support for elders, veterans, LGBTQ+ care, caregiving for those with health conditions and more.

International Alliance of Carer Organisations:

Facts on caregiving around the world; best practice on caregiving and wellbeing for caregivers.

LGBTQ+ Caregiver Centre:

Advice and guidance for LGBTQ+ caregivers and those who care for LGBTQ+ people.

MedlinePlus:

Links to advice on different aspects of care, including becoming a cancer caregiver, caring for older people with disabilities, long-distance caring, care for children with special needs and more.

Mind:

Where to find support for caregivers in the UK.

National Alliance for Caregiving:

US site focused on caregiving in a diverse America.

Respect for seniors:

US-specific site that is an information hub for seniors and their caregivers.

Remember:

Our global Employee Assistance Programme is available for advice and guidance too. You'll find more details on One Place (go to **One Place > Our Place > Everyone is Included > Wellbeing and mental health**).



Our global Employee Assistance Programme

Getting support

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It's OK not to be OK, and it's a strength to seek support. That's why we have a global Employee Assistance Programme (EAP). It's free, completely confidential, available 24/7 and in your local language – for everyday life and for more challenging times. See how to access the service below. You can find more information on One Place locally as well.

What does our EAP help with?

Our EAP provides advice and support on a wide range of matters. It offers advice on everyday aspects of life as well as support in times of crisis. This includes topics such as:

- Stress and anxiety
- Work advice
- Relationship advice
- Gambling issues
- Counselling
- Bereavement and loss
- Financial wellbeing
- Legal advice
- Drug and alcohol issues
- Family issues
- Childcare matters
- Medical information
- Consumer issues
- ...and more.

To get support in the UK

Web: [\[redacted\]](#)

Call: [\[redacted\]](#)

You can use the app (or website) to contact a wellbeing counsellor by live chat, video call and phone or request a call back. You can also use the AI feature if you do not yet feel comfortable talking to a counsellor. The app also includes resources, information and tools to help with all aspects of life.



Wisdom
Learn, grow, thrive

health **assured**

To get support around the world

Web: [\[redacted\]](#)

Select your country and language on the website. If you're using it for the first time, follow the instructions to register and enter SSE-EAP as the 'Organisation Web ID'. If you are already registered, just enter your username and password to log on again. You'll find resources covering a wide range of topics and details of how to contact a counsellor online.

You can also download the app (provided by ComPsych) by searching for GuidanceResources (one word) in your App Store.

COMPSYCH
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We believe that every colleague who is a caregiver should be supported to balance their caregiving responsibilities with their work. That's good for our colleagues, for the people who depend upon them, and for our business.