



EVERYONE  
IS INCLUDED

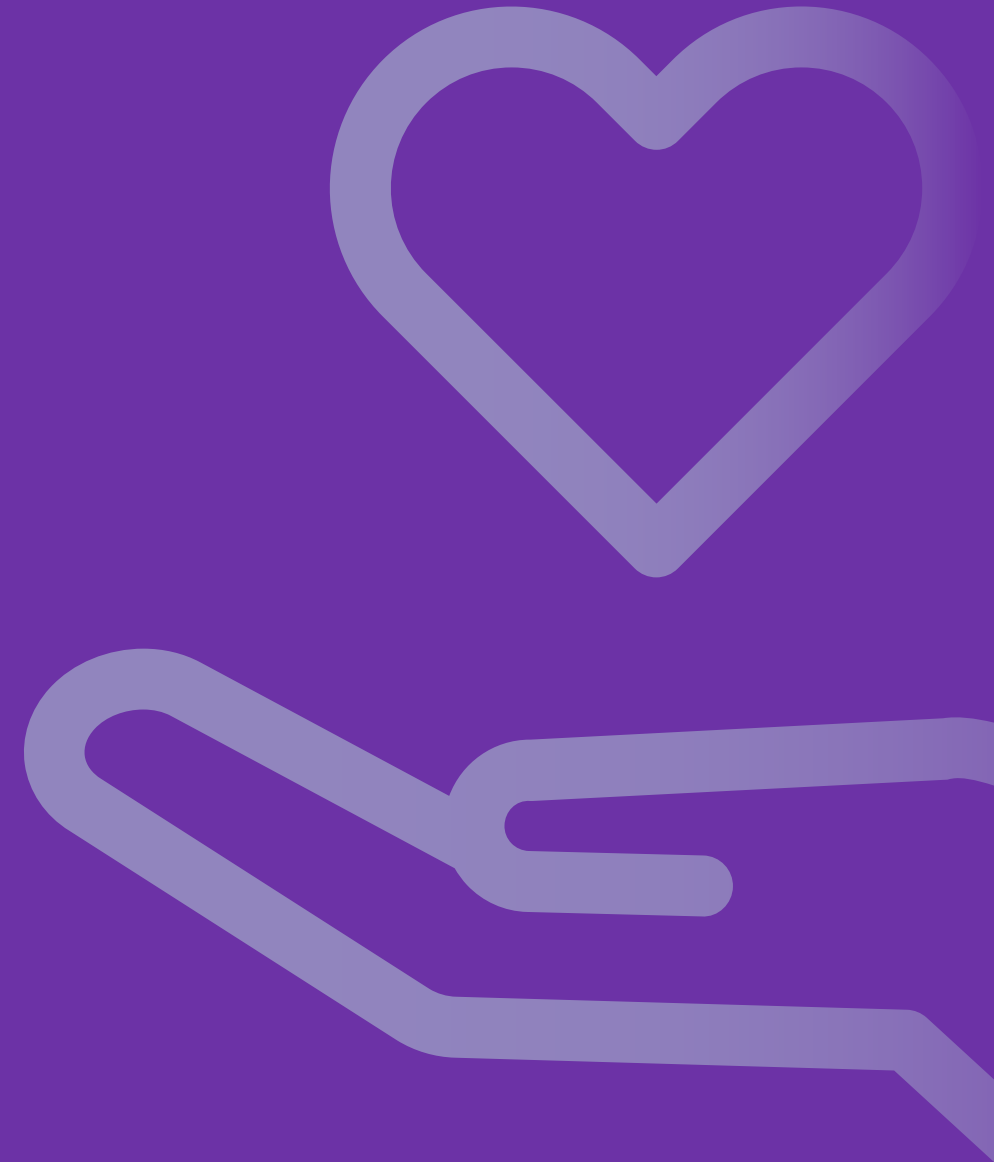
Our Group Inclusion Commitments

# Caregiver leave

Launched: February 2022

Updated: March 2024 (version 2)

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 new challenges related to the pandemic.

Around a quarter of our colleagues across Spirax Group 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 a minimum of 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 urgent self-care 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 a minimum of 15 days of paid 'caregiver leave' every year.**

# Supporting our caregivers

## The global context

**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 45 million caregivers in the USA – 60% of them are also in employment. The UK has 6.5 million caregivers, with 53% of these working (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. China has seen the highest increase in average weekly caregiving hours – up 16.3 hours per week to 29.2 hours per week (Taiwan, Brazil, Spain, USA and India follow a similar trend). India, China and Brazil have seen the highest increase in the need to provide emotional care. Along with Australia, they have also had the biggest increase in home care (source: [Embracing Carers](#)).
- Increasingly, first time caregivers are younger and are parents. They juggle caregiving with parenting and work. This has a substantial

**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

impact on their physical and emotional health, and on their careers – whatever the type of care they provide (source: [Embracing Carers](#)).

# Supporting our caregivers

## Our Group Inclusion Commitment

**We're helping every colleague who is a caregiver to support their loved ones or take time for self-care with a minimum of 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 are entitled to a minimum of 15 days paid caregiver leave each year.**



### How can this leave be used?

Caregiving might include providing regular practical or emotional support for family members or other people who depend upon the colleague (whether they live at the same address or not and whether they are related to the colleague or not). This could include children, vulnerable adults, people with disabilities or physical or mental health conditions, elders, veterans or others.

Caregiver leave can be taken as a block, full days or by the hour, as required. It is available to all colleagues from day one of employment. It can cover planned caregiving duties (such as taking a dependant to a medical appointment) or unexpected, emergency or urgent situations.

### What is not covered?

Any additional caregiver leave beyond 15 days is at manager/HR discretion. However, if a colleague is facing longer-term caregiving challenges, they could explore alternative temporary or permanent solutions such as flexible working, changing contractual working patterns, unpaid leave, career breaks or other locally available options.

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).

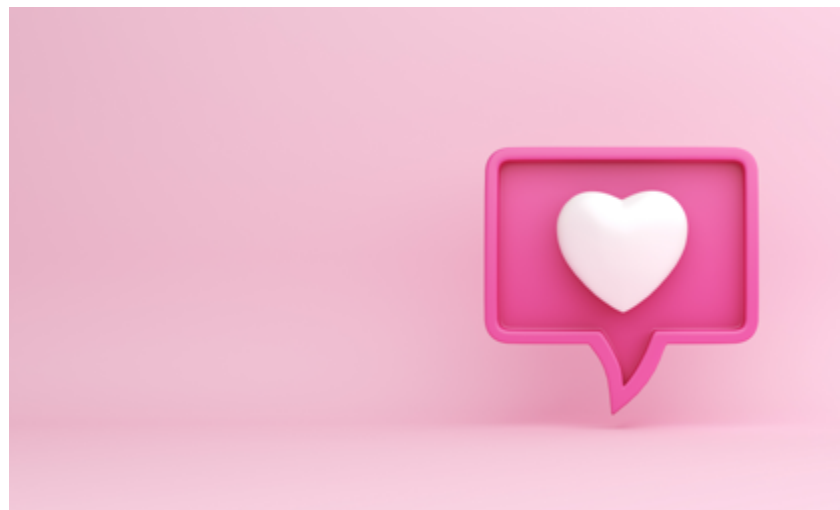
# Supporting our caregivers

## 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. They must discuss and agree any caregiver leave with their manager in advance and record it 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/HR so that the impacts of any absence can be managed. Colleagues are trusted to use this leave appropriately.



Managers are expected to fairly, consistently and sympathetically support requests for caregiver leave, respecting confidentiality and taking individual circumstances into account. They may need to be flexible in approach and use their discretion to help colleagues whilst also managing the impacts of any temporary absence on their team.

### Further 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 counselling, medical appointments or sickness absence related to caregiving duties.

Remember that our global Employee Assistance Programme is available 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.

**To discuss your personal situation, always contact your line manager or local HR for advice, and remember that the Employee Assistance Programme is also available to help.**

# 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.

**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.

**Family Caregiver Alliance (FCA):** Based in San Francisco and working to improve the quality of life for family caregivers and those they care for. Resources in Spanish, Chinese, Vietnamese and more. US State-by-State support guides.

**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.

**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 that our global Employee Assistance Programme is available for advice and guidance too.**



# Our global Employee Assistance Programme

## Getting support

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.



### To get support around the world

**Web:** [REDACTED]

Register via the website, then select a username and password.

Click the flag icon (top right of the page) to select your country and language for local resources and contact details. You'll find resources covering a wide range of topics and details of how to contact a counsellor there.

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



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