







PARENTAL POLICY

Summary

 PARENTAL POLICY	2-4	 RETURN-TO-WORK PROGRAM	25-27
 CONTENTS	6-23	<ul style="list-style-type: none">• What Specialcavi offers?• Return-to-Work Pathway• Post-maternity/paternity services	
<ul style="list-style-type: none">• Parental visitation leave• Mandatory maternity leave• Mandatory paternity leave• Parental leave• Daily rest allowance• Child sickness leave• Other compensation elements and benefits• Travel and commuting management		 GUIDELINES	29-34
		<ul style="list-style-type: none">• Practical maternity guide• Practical guide for managers	

Specialcavi: parental policy (1/3)

INTRODUCTION

Specialcavi reaffirms its **commitment** to promoting a fair, inclusive and people-centred working environment.

In this perspective, the new **Parental Policy** represents a concrete step towards supporting employees in their personal and professional development following the birth or arrival of a child.

The policy introduces structured measures designed to enhance parents' **well-being**, support the transition period, and ensure a gradual and sustainable return to work.



Specialcavi: parental policy (2/3)



SCOPE OF APPLICATION

- **All employees;**
- Biological, adoptive and foster parents;
- Expectant parents;
- Other **parental figures** recognised under current legislation.



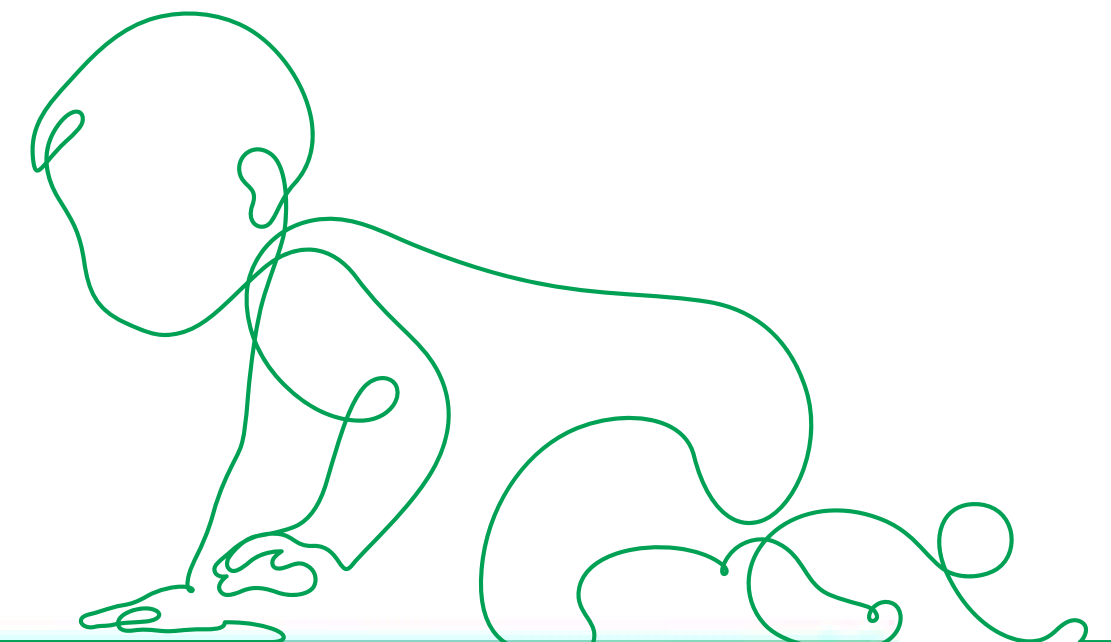
MONITORING

- **Regular** monitoring of support measures, through the analysis of indicators relating to equity, leave and professional development;
- An **ongoing** commitment to improving work-life balance policies.



COMMUNICATION

- The policy is effective from **02/02/2026** (with no retroactive effect, except in exceptional cases);
- It is published on the company's internal and external channels;
- It forms an integral part of the **UNI/PdR 125:2022 Management System.**



Specialcavi: parental policy (3/3)

CORE PILLARS

- 01 **Full compliance** with the relevant regulations and legislation in force.
- 02 The **assurance** that new mothers, adoptive mothers, new fathers and adoptive fathers will not be subject to any form of discrimination, whether direct or indirect.
- 03 **Measures** to ensure that decisions regarding the taking of parental leave do not have a negative impact on career progression, pay, performance appraisal or access to training.
- 04 The promotion of a **balanced distribution** of family responsibilities across all genders.



CONTENTS

Parental visitation leave

WHAT ARE THEY?

Paid leave to which the employee is entitled for the purpose of attending antenatal check-ups, clinical examinations and specialist medical tests related to her pregnancy.

WHO IS ELIGIBLE?

All female employees, including those who adopt or foster children during their employment.

HOW DO THEY WORK?

In order to take advantage of these leave entitlements, you must submit to your employer a **pregnancy certificate** and a **medical certificate** confirming the need for the examination or consultation, together with documentation issued by the healthcare facility stating the date and time of the appointment.

ARE THEY PAID?

They are **paid in full** and do not result in any financial loss or penalty.

Mandatory maternity leave (1/2)

A period of leave from work **protected by law**, intended for female employees, including adoptive and foster mothers.

OVERALL DURATION: 5 MONTHS

BEFORE CHILDBIRTH

Normally: **2 months before** the expected due date.

- *Flexibility exception*: **1 month before** childbirth;
- If a *doctor authorizes* working up to the expected due date: **0 months**;
- *Early leave* may be granted in case of **medical interdiction** or if job duties are deemed **incompatible**.

AFTER CHILDBIRTH

Normally: *3 months after* the date of childbirth.

- *Flexibility exception*: **1 month before childbirth + 4 months after childbirth**, or taking the **full 5 months after childbirth**;
- In the event of *premature or early birth*: **3 months + any unused days**;
- *Leave of absence* may be **extended** if ordered by the **Inspectorate** in the event of unsuitable conditions or incompatible duties.



In the case of a twin birth, the length of maternity leave remains the same.

Mandatory maternity leave (2/2)

WHAT SPECIALCAVI OFFERS?

- The statutory maternity allowance will be **increased** from 80% to 100% of pay, even in the event of early maternity leave.

NOTE: The financial support is provided in accordance with the criteria set out by INPS and is subject to review in the event of changes to the regulations.




Mandatory paternity leave

Compulsory leave aimed at ensuring a **fairer sharing** of parental responsibilities, intended for employed fathers, including adoptive and foster fathers.

OVERALL DURATION: 10 WORKING DAYS

- Available from **2 months before** the expected date of birth **until 5 months after** the birth/adoption/fostering;
- It can also be taken **during** the mother's maternity leave.

 In the case of a multiple birth, the duration of maternity leave is increased to **20 working days**.

WHAT SPECIALCAVI OFFERS?

- You are entitled to **5 additional days'** leave paid at **100%**.

NOTE: Terms and conditions are subject to regulatory updates.



Parental leave (1/4)

WHAT IS IT?

A period of **optional** leave from work to care for a child during their early years.

WHO IS ELIGIBLE?

All female and male employees, including those who adopt or foster children during their employment.

HOW DOES IT WORK?

This leave may be taken **until** the child reaches **the age of 14**, or **within 14 years** of the child joining the family in the case of adoption or foster care, for continuous or split periods **totalling up to 10 months (extendable to 11 months** if the father takes at least 3 months).

Parents may also take this leave **at the same time**.

HOW TO APPLY?

The application must be submitted via the **INPS website** or, alternatively, through a **social security advisory service**, before the start of the requested period. Otherwise, payment will **only** be made for the days following the date of submission.

For administrative purposes, please submit the form to the Human Resources Department within 3 days of the start of the absence, where possible.

Parental leave (2/4)

Employed parents are entitled to **a total of 11 months** of parental leave, broken down as follows:



ELIGIBLE for payment based on the salary for the month preceding the start of the leave, broken down as follows:

- **a total of 3 months** shared between the parents, **paid at 80%** (if taken within the child's first 6 years; beyond this age, paid at 30%);
- **6 months paid at 30%.**

How are they divided between the parents?

As a rule, they are **NOT ELIGIBLE for payment**. However:

- they may be eligible for benefits amounting to **30% of their pay only** if the individual income of the parent making the claim is **below** the **specified threshold** (=2,5 times the minimum annual pension).

Parental leave (3/4)

Breakdown of the nine eligible months:

EMPLOYEE PARENTS

- **3 months for the mother**
non-transferable
- **3 months for the father**
non-transferable
- **An additional 3 months**
which can be shared
between the two parents.

SINGLE PARENT

- All **11 months of leave**
are recognised, of which
9 months are paid
parental leave:
 - 3 months at 80% of
salary;
 - 6 months at 30% of
salary.



Parental leave (4/4)

WHAT SPECIALCAVI OFFERS?

- A **20% top-up** on the three months of parental leave, which are paid at 80%, thereby ensuring **100%** of the employee's salary.

NOTE: The financial support is provided in accordance with the criteria set out by INPS and is subject to review in the event of changes to the regulations.



Daily rest allowance: breastfeeding (1/2)

WHAT ARE THEY?

Time-off in lieu is granted during the child's first year of life, or within one year of the child joining the family in the case of adoption or foster care.

WHO IS ELIGIBLE?

All female and male employees, including those who adopt or foster children during their employment.

- **2 hours** of daily breaks if the working time is ≥ 6 hours;
- **1 hour** of daily break if the working time is < 6 hours.

Break entitlements are **doubled** in the case of:

- twin or multiple births;
- adoption/foster care of at least two minors (including non-siblings and even if they enter the family at different times).

HOW DO THEY WORK?

If the employer provides a **nursery** or an equivalent childcare facility:

- breaks are **reduced** by half: 1 hour (working time ≥ 6 hours) or 30 minutes (working time < 6 hours).

Daily rest allowance: breastfeeding (2/2)

ARE THEY PAID?

They are paid in **full** and do not result in any financial deduction or penalty.

Female employees must submit their application **only to their employer**; male employees, however, must submit it to both their employer and the **INPS** (exclusively online).

IMPORTANT:

HOW TO APPLY?

- The father may request the nursing breaks as **an alternative** to the employed mother if:
 - the mother expressly waives her right;
 - the mother belongs to categories that are not entitled to nursing breaks.
- The father **cannot claim** them if the mother:
 - is on mandatory or optional leave;
 - is absent due to unpaid leave, unpaid permissions, or non-working periods under a vertical part-time arrangement.
- In the case of a **multiple birth**: the additional hours may be allocated to the **father**.

Child sickness leave

WHAT IS IT?

It is a period of **leave** granted to parents in the event of their **child's illness**, with rules that vary depending on the child's age.

WHO IS ELIGIBLE?

All employed workers, including adoptive and/or foster parents, throughout the duration of their employment relationship.

- The leave may be taken **alternatively** by either parent;
- A **medical certificate** attesting the child's illness is required and must be submitted to the Human Resources Office;
- The days **are unpaid**, but figurative social-security contributions are **credited** within the child's applicable age limits.

HOW DOES IT WORK?

UP TO 3 YEARS OF AGE

- Unlimited leave from work.

FROM 3 TO 14 YEARS OF AGE

- Each parent is entitled to 10 working days per year;
- The child's hospitalization may, upon request, interrupt the parent's scheduled vacation leave.

Other compensation elements and benefits (1/2)

ACCRUE / DO NOT ACCRUE?

during statutory maternity/paternity leave and parental leave:

- ✓ **HOLIDAYS**
- ✓ **REDUCTION IN WORKING HOURS**
- ✗ **MEAL VOUCHERS**
- ✗ **TRAVEL ALLOWANCE**



Other compensation elements and benefits (2/2)



SUPPLEMENTARY HEALTH CARE

The company provides all employees with access to the *UniSalute* **supplementary health-care fund**, as required by the National Collective Labour Agreement (CCNL), which also includes a dedicated maternity package.



USE OF THE COMPANY GYM

The company gym is accessible to pregnant new mothers **only upon** submission of a certificate from their gynecologist authorizing light physical activity. Personal trainers will be informed so that training sessions can be **adjusted** in line with the clinical indications provided.



EXTRAORDINARY COMPENSATION AWARDS

In the case of **voluntary** and **extraordinary** awards (e.g., *performance bonuses or other discretionary payments*) based on attendance, the employee on leave is considered as **present** for the equivalent period.

Travel and commuting management (1/5)

The management of travel arrangements for all **pregnant workers** includes temporary measures designed to protect the health of the worker and her unborn child, by reducing exposure to fatigue, prolonged journeys and potentially hazardous situations.

BUSINESS AIR TRAVEL

FROM THE 20TH TO THE 28TH WEEK

Flights lasting more than 3 hours or involving multiple layovers are **discouraged**, unless jointly assessed and approved by the gynecologist and the company's occupational physician.

AFTER THE 28TH WEEK

Air travel is **prohibited**, regardless of the route and even with a positive medical certificate.

BUSINESS TRAVEL BY LAND

FROM THE 20TH TO THE 28TH WEEK

Driving trips longer than 1.5 hours are **discouraged**; if longer travel is necessary, a second driver is required.

AFTER THE 28TH WEEK

Business travel is **prohibited**. Remote modalities, on-site activities, or arranging activities at the client's premises with the presence of a colleague are to be prioritized.



In exceptional cases, consult HR and the company doctor.

NOTE: For the purposes of the thresholds set out in the policy, the pregnancy week must be considered for the entire duration of the business trip: outbound travel, time spent off-site, and return travel. Consequently, a trip may be authorized only if all segments (outbound and return) fall within the permitted period.

Travel and commuting management (2/5)

BUSINESS TRAVEL INVOLVING STRENUOUS PHYSICAL ACTIVITIES

They are always **discouraged** for pregnant employees, regardless of the means of transport or the duration of the trip.

This category includes all situations that require **significant physical effort** or involve **suboptimal** logistical conditions, such as:

- Lifting or handling heavy loads;
- Long periods spent standing or extended waiting times;
- Extensive walking (e.g., trade-fair visits);
- Contexts in which frequent breaks, available seating and adequate time management cannot be guaranteed.



Travel and commuting management (3/5)

WHAT SPECIALCAVI OFFERS?

The possibility of providing **financial support** to pregnant workers who were **regularly** on business trips (*at least 20 days in the previous six months*), to compensate for the loss of allowance during the period when they are no longer able to travel.



Travel and commuting management (4/5)

The home-to-work commute can cause fatigue and stress when it is long, repeated, or logistically complex. The situation of a pregnant employee may require a **prior assessment** if at **least one** of the following conditions applies:

01

Extended travel time:

- ≥ 40 minutes per leg;
- ≥ 80 minutes total per day.

02

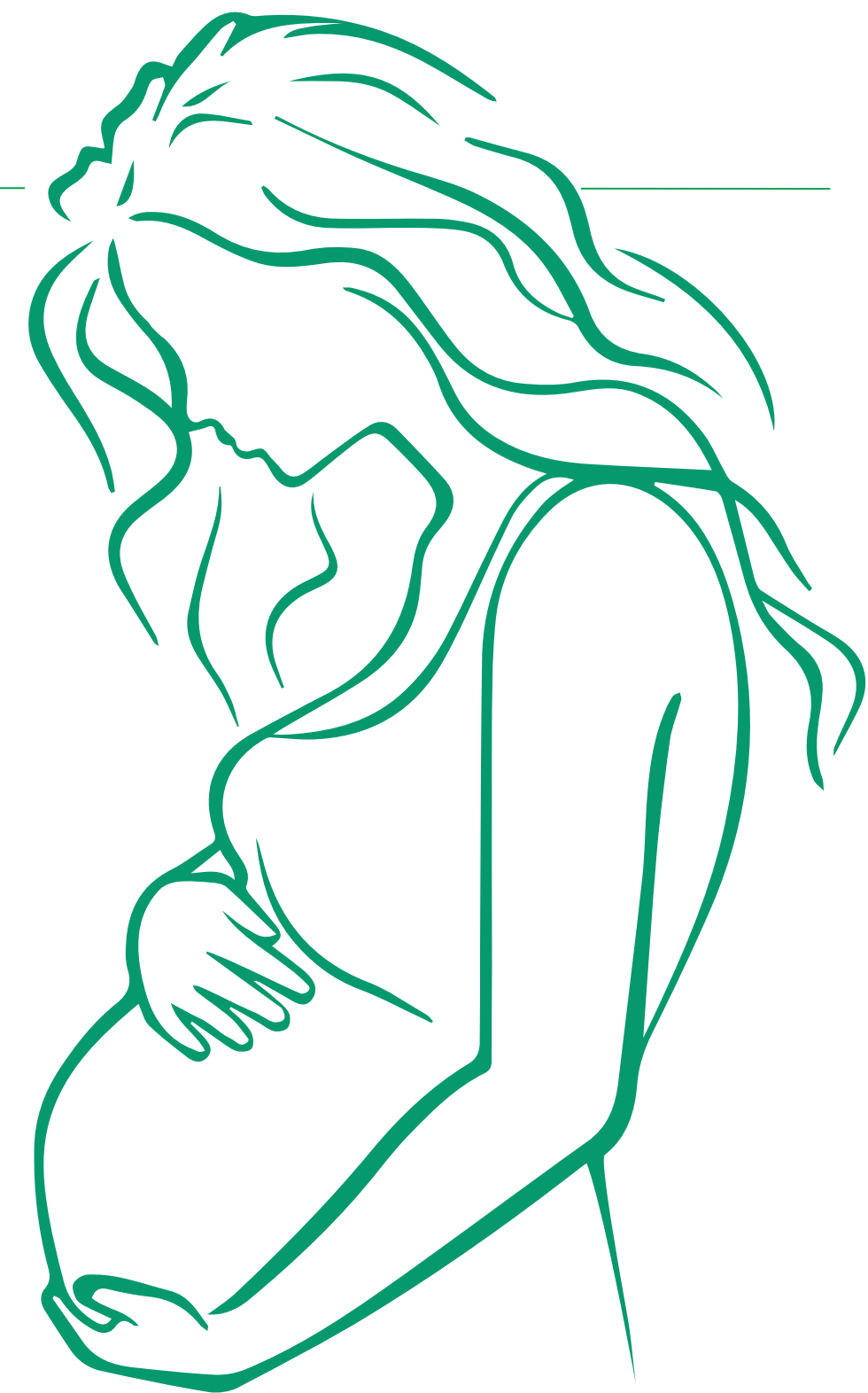
Challenging logistical conditions

- ≥ 2 transfers per leg;
- or long walking distances, systematic difficulty finding seating or taking breaks.

03

Significant repetitiveness:

- commuting at this intensity for ≥ 3 days per week.



Where one or more of these conditions apply, **HR** and the **company doctor** carry out a preliminary assessment.



Travel and commuting management (5/5)

WHAT SPECIALCAVI OFFERS?

If the assessment is **positive**, the company may implement proportionate and non-discriminatory **protective measures**, such as:

- flexible working hours;
- reduced on-site presence;
- working remotely, where possible.



RETURN-TO-WORK PROGRAM

Voluntary initiatives to maintain contact during maternity leave and facilitate a structured and effective return to work.

What Specialcavi offers?

ENGAGEMENT DURING THE PARENTAL PERIOD

The company supports engagement during the parental period through the following activities:

During pregnancy:

- Training on the Company Parenting Policy.

During leave:

- Access to work tools during leave (e-mail, platforms, ZConnect app);
- Possibility to participate in company events and training sessions, including online;
- Pre-return training on planning and time-management techniques.

NEW MOTHERS' WORK-LIFE INTEGRATION

The company supports the return to work and work-life balance through:

- Flexible working hours;
- Possibility to request a reduced schedule of 6 hours per day until the child is 24 months old
- Leave options and organizational solutions for family-related needs;
- Possibility of smart working, subject to manager approval.



These measures are applicable and assessable provided they are consistent with the role performed.

Return-to-work pathway

01

Two months before returning to work:

Meeting with HR to receive updates on company changes, team developments, projects, and objectives. The meeting also serves as a space for discussing the mother's expectations and needs.



02

Upon returning to work:

Meeting with the new mother, the manager, and HR to review the Job Description, objectives, ongoing projects, and the training plan; assessment of growth opportunities based on the employee's expectations.



Back to Work

03

In the following months:

Quarterly feedback meetings with HR, up to one year after returning to work.

Post-maternity/paternity services

- ✓ **Psychological support platform**
- ✓ **Nutritional counseling service**
- ✓ **Listening and support meetings with HR**
- ✓ **Customized training, if required**
- ✓ **Access to the company gym with a dedicated personal trainer**



GUIDELINES

Practical maternity guide: *what to do and when* (1/2)

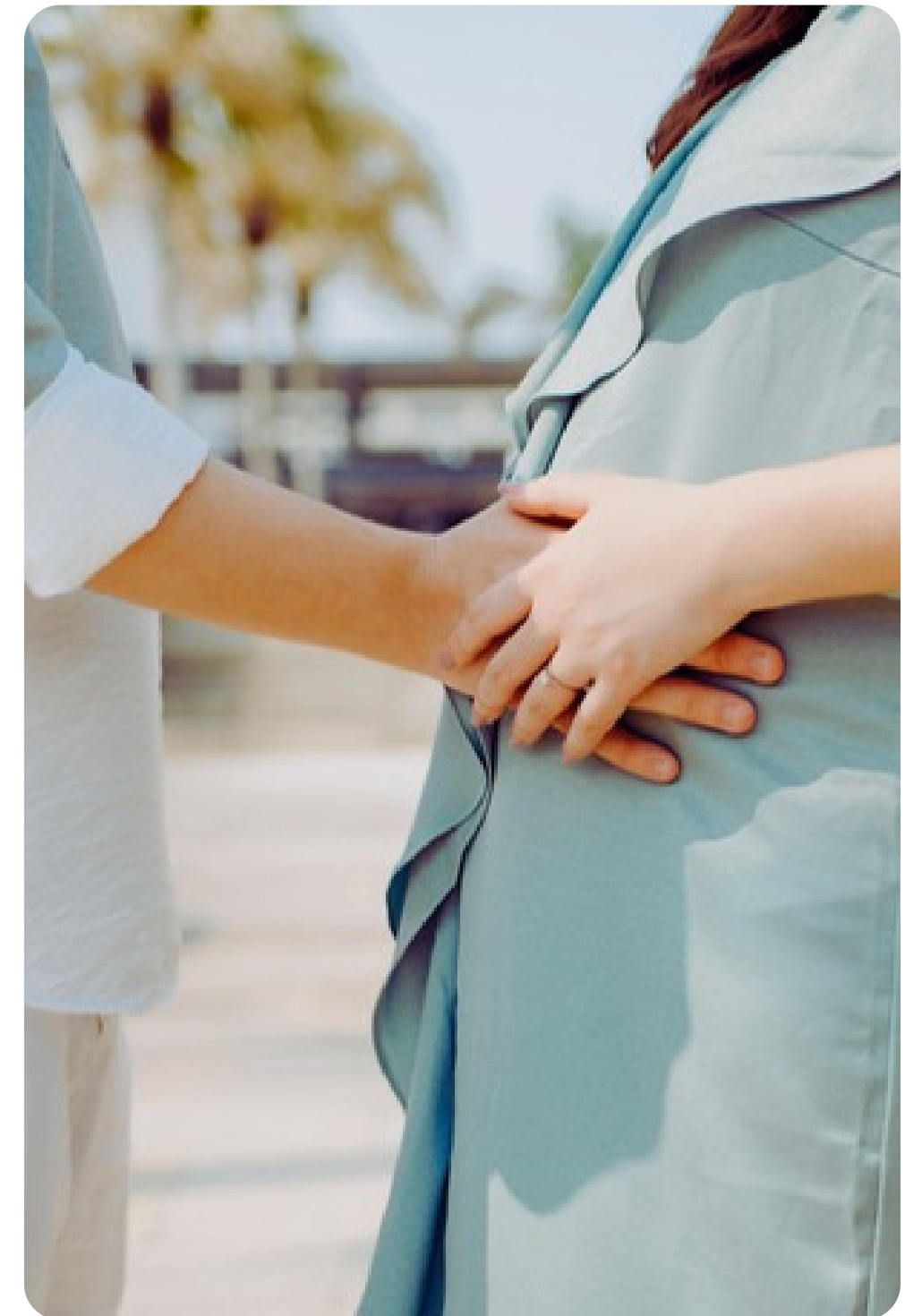
1

When you find out you're pregnant

- When you feel ready, inform your manager and notify HR and the Occupational Health Physician, so that any job-related limitations can be assessed. Your communication will be handled with full respect for your privacy until you choose to make it public;
- **By the 7th month**, send HR the pregnancy certificate issued by your gynecologist;
- Submit your maternity leave request on the **INPS portal** and send the summary to **HR**.

If you choose to work during the 8th or 9th month:

- Send the Occupational Health Physician the **certificate** issued by your gynecologist confirming that you are able to work beyond the 7th month;
- Upload the **request for flexibility** of the mandatory maternity leave on the INPS portal, attaching both certificates;
- Send the certificates and the INPS summary to **HR**.



Practical maternity guide: *what to do and when* (2/2)

2

At the time of your child's birth

- Notify the company of the birth **within 30 days**;
- Submit your **maternity leave application** for the months following childbirth on the INPS portal;
- Send the INPS summary to **HR**.

3

Planning your return to work

- Contact your manager to define your **return date**, including any vacation days or parental leave you may wish to take;
- If you request part-time work, HR will work with you to define a **structured schedule** (in this case, flexible start/end times are not available).

4

Using parental leave

- Submit your request on the **INPS** portal and send the summary to **HR**.

5

At the time of your child's birth

- Inform your manager about how you plan to organize the **two hours** of daily leave;
- Share this information with **HR** as well.



1

When the employee informs you of her pregnancy.

- Offer your congratulations discreetly, without asking personal questions;
- Keep the information strictly confidential and offer your support;
- Remind the employee that she will need to provide the medical pregnancy certificate and speak with HR; however, do not collect medical documents or medical information yourself.

2

Managing work during pregnancy.

- Ask whether there are any medical **indications** or **limitations**;
- Support a **flexible** work organization (e.g., schedules and workload);
- Plan **periodic check-ins** to assess whether any adjustments to work activities are needed;
- Once the pregnancy is formally communicated, **support team** management by evaluating – together with HR – the redistribution of tasks and any temporary replacements or coverage.

3

At the time of return

- **2 months before:** HR meets with the employee to provide updates on the team, projects, and objectives;
- **Before the return:** prepare an updated Job Description, objectives, projects, and training plan;
- **Upon return:** a meeting between the manager, HR, and the returning mother to align on role, objectives, and development;
- **After the return:** quarterly feedback meetings for 12 months.



Remember: the returning mother has the full right to take all leave and permits provided by law.



All maternity-related and health-related information must be handled in full compliance with privacy regulations (GDPR), with access limited to authorized personnel only.



For any questions or clarifications, please refer to the HR office and the official policy.



Practical guide for managers: supporting paternity (1/2)



1

Before the leave

- Offer your congratulations discreetly, without asking personal questions;
- Keep the information strictly confidential and offer your support;
- Remind the employee to speak with HR, but do not collect medical documents or medical information.



2

During paternity leave

- **Do not contact** the employee for work-related activities, except in cases of genuine urgency;
- Avoid meetings, emails, or operational requests.



3

At the time of return

- Schedule a brief **return-to-work meeting** to provide updates on any team or project developments.



MINDFUL MANAGERIAL APPROACH

- **Avoid bias**, including unconscious bias: do not assume that fatherhood reduces availability, ambition, or interest in growth;
- Continue to offer the **same professional opportunities**;
- Remember that the arrival of a child brings new rhythms and a period of adjustment; in the first weeks, it is important to show **understanding, patience** and **attention** to the employee's wellbeing.



Remember: the new father has the full right to take all leave and permits provided by law.



For any questions or clarifications, please refer to the HR office and the official policy.

Contacts



E-mail:

info@specialcavi.it



Website:

www.specialcavi.it



Specialcavi Baldassari S.r.l.

Via G. Pieraccini, 76 - 55012 Capannori (LU) - Italy

VAT Number 01387320446