



PARENTAL LEAVE POLICY

INTRODUCTION

The purpose of this policy is to describe the Carlsberg Group's global minimum standard to all eligible new parents.

As part of Carlsberg's DE&I agenda, we are working to identify any structural barriers in place that may hinder gender equity and thus a more inclusive workplace. Expanding and supporting a family while remaining dedicated to a career is one of the toughest commitments employees make and we want to ensure our ability to support colleagues through this period and retain them afterwards.

Parental leave is an area that traditionally distinguishes between gender, and we have for that reason set out to investigate how we go about parental leave in Carlsberg in the light of changing family models and governments adapting statutory requirements to be more gender neutral.

The policy deliberately describes parents in terms of Primary Carers and Secondary Carers and not in terms of mothers and fathers, hence it is gender neutral.

This Global Parental Leave policy reflects our commitment to creating an open and inclusive workplace by providing globally consistent minimum standards for all employees in all our locations. For specific guidance speak to your local HR contact. Although we strive for consistency globally, there may be some variations from country to country to reflect local rules and practice. This policy should therefore be read together with any Parental Leave supplementary regulations for your location.

SCOPE

This policy applies globally to the management, employees and contract workers of all entities in the Carlsberg Group. The policy is particularly relevant for expectant parents.

REQUIREMENTS

1. ENTITLEMENT:

1.1. This policy sets out to ensure that all employees with more than 9 months of continuous service who become parents after 1 January 2024 will be entitled to leave with full pay as set out in the provisions below, based on Primary Carer or Secondary Carer status.

1.2. Primary Carers will be entitled to a continuous 16 weeks of paid leave.

1.3. Secondary Carers will be entitled to 10 days of paid leave which can be taken within the first 12 months from the birth or arrival date of the child.

2. ELEGIBILITY FOR PRIMARY AND SECONDARY CARERS

2.1. To be eligible to receive benefits under this policy you must:

- Be a Carlsberg Group employee with more than 9 months' continuous service by the anticipated arrival date of your baby, or the adopted child.
- Have responsibility for the care of the child; such as being the biological or adoptive parent, legal guardian or step-parent of the child; and
- To be eligible for the Primary Carers leave, you must be the primary carer for the newborn or child during the first 16 weeks of their arrival.. Local policies will set out criteria for the period when leave can be taken, which in some cases may include part of the leave being taken before the arrival of the child.

2.2. Different criteria may apply for eligibility for additional local benefits, and you should consult your local policy for details where this applies.

2.3. Your local HR team will support you in accessing the appropriate policy and leave entitlement.

2.4. Entitlement is to paid leave, which in some cases will be paid through existing government/statutory provision. It is not intended or appropriate in these cases for the company to pay additional leave, and in these circumstances the employee's entitlement to leave will be fulfilled by the statutory provision.

3. RETURNING TO WORK

3.1. Carlsberg Group is committed to supporting employees in their return to the workplace. To support parents who wish to continue breastfeeding following their return to work, Carlsberg will provide access to suitable facilities to either breastfeed or express breastmilk during working hours in a safe, private and hygienic environment.

3.2. If employees are considering an interim or permanent change to their working hours after their return to work from the parental leave, they must speak with their Line Manager & local HR to seek a mutually agreeable solution.

Flexible working arrangements should be considered for all Primary and Secondary Carers, upon their request. Flexible working schedules are subject to local market policy and legislation. Any permanent change to working hours is decided on an individual basis and is subject to the requirements of your business area.

4. MONITORING & REVIEW

4.1. Carlsberg Group reserves the right to amend any provisions or procedures outlined within this policy as deemed appropriate (including, but not limited to, changes required to comply with local legal or regulatory requirements) and any decision to do so will be made entirely at our discretion.

4.2. This policy will be reviewed periodically and may be amended at any time.

ROLES AND RESPONSIBILITIES

Roles	Responsibilities
ExCom	Responsible for Policy approval and executive advocacy, including setting ELT expectations on accountability and implementation.
CHRO	Policy owner, overall responsible to ExCom for Diversity, Equity & Inclusion in the Carlsberg Group and for ensuring that all parental leave entitlements in the Group be duly attended to and communicated to ExCom/Supervisory Board, as relevant.
Local HR Leaders	Responsible for the communication and application of this policy taking into consideration the country regulations, including training of relevant employees as needed. Further details on responsibilities are listed above under the heading Requirements.
Global DE&I Lead	Responsible for developing the policy in consultation with the Global DE&I Council and HR Leadership Team. Drive communication to the Market HRDs and act as the subject matter contact of this policy.
Regional HR Leaders	Responsible for ensuring that this Policy is implemented and adhered to in their respective markets and provide advice and counsel to the markets on matters or issues arising from implementation.
All entities, managers and employees in the Carlsberg Group	Responsible for upholding and adhering to this Policy. If in doubt the employees shall always contact their HR representative who shall, if needed, verify with the Global DE&I Director

DEVIATIONS

Exceptions to this Policy shall not be granted, unless exceptional conditions exist or the Policy is obviously not applicable. This Policy should be read in conjunction with local provisions, and where those provisions surpass the entitlements of the Policy, these should be used. Any request for an exception shall be put in writing to Group HR. Group HR shall assess and decide on each request individually. Exceptions shall be duly logged and documented.

POLICY REVISION

This Policy will be revised when needed but as a minimum every second year. It may be amended at any time with the approval of ExCom. In the event of any discrepancies between the English version of this Policy and a translated version, the English version is binding. Appendix 1 to the Policy, the Country List, will be updated continuously as countries move from different categories.

ASSOCIATED POLICIES AND MANUALS

- Local Parental Leave Policies

CONTACT

For more information, please contact Group HR.

ENGLISH



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