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Definition of Family-Friendly Policies

Family-friendly policies are defined as those that help workers balance their work and family lives.

UNICEF applies a child rights lens to define family-friendly policies as the measures and arrangements that have a positive impact on workers' abilities to reconcile work and family responsibilities – and advance the development and well-being of their children.

Policy Statement / Beesline's Commitment

Beesline International S.A.L. is committed to help its employees with child-caring responsibilities to balance work and family life.

Beesline International S.A.L. is fully aware that investing in family-friendly workplace is good for families, businesses, economies and societies at large. Family-friendly policies contribute to healthier, better-educated children, greater gender equality and sustainable growth. They are also linked to better workforce productivity and the ability to attract, motivate and retain employees.

Beesline International S.A.L. is committed to provide a positive working environment for all employees and a culture that enables everyone to reach their potential.

Beesline International S.A.L. believes that giving employees greater control in how they manage the whole-life balance between home and work life is a key component of achieving higher levels of engagement and performance as well as supporting wellbeing.

Beesline will be taking the below steps to give working parents the support they need to raise happy and healthy societies where economies can thrive.

Scope

This combined family-friendly policy includes the following policies:

1. Maternity & Paternity Leave
2. Breastfeeding Support
3. Flexible Work Arrangements
4. Childcare Benefits
5. Healthcare Benefits

Beesline International S.A.L. will make sure that no group should be discriminated against or excluded from benefits or services based on their age, gender, race, religion, nationality, ethnicity, sexual orientation or any other grounds, such as marital status, pregnancy or work status.

Family-Friendly Policy 1: Maternity & Paternity Leave

1. Maternity Leave

1.1 Definition

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A period of absence from work granted to a mother before and after the birth of her child.

1.2 Policies & Procedure

- Beesline International S.A.L. guarantees that women are not discriminated against based on pregnancy, motherhood or family responsibilities – for example, in relation to employment conditions, wages or career opportunities.
- Beesline International S.A.L. ensures that work will not pose risks to the health and well-being of a working woman and her child. In addition, it ensures that women's reproductive roles do not compromise the economic and employment security and prospects.
- It is not allowed to terminate the employment of a woman during her pregnancy, pregnancy-related sickness absence and maternity leave.
- Female employees are entitled to 70 days maternity leave with full pay, to include prenatal and postnatal periods.
- On production of a medical certificate, leave shall be provided before or after the maternity leave period in the case of illness, complications or risk of complications arising out of pregnancy or childbirth.
- A woman is guaranteed the right to return to the same position or an equivalent position paid at the same rate at the end of her maternity leave.
- When a woman is applying to Beesline, she should not be asked for pregnancy test result or similar test certificate, except if there is a recognized or significant risk to the health of the woman and child.
- All employees continue to accrue their annual leave entitlement during their maternity Leave.

2. Paternity Leave

2.1. Definition

A period of absence from work granted to a father after the birth of his child to support the mother.

2.2. Policies & Procedure

- Beesline International S.A.L. offers and supports paid paternity leave.
- Male employees are entitled to 1 day paternity leave with full pay.

Family-Friendly Policy 2: Breastfeeding Support

1. Definition:

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WHO and UNICEF recommend: exclusive breastfeeding for the first 6 months of life; and introduction of nutritionally-adequate and safe complementary (solid) foods at 6 months together with continued breastfeeding up to 2 years of age or beyond.

Women typically pump every 2 to 3 hours, or around two to three times per 8-hour work period. It can take 15 to 20 minutes to express milk, depending on the woman and the age of the baby.

2. Procedure:

- Nursing mothers who return to work are provided with paid time off for expressing milk.
- Beesline have private, clean & comfortable lactation rooms with locked door to protect, promote and support breastfeeding for nursing moms (The praying room for the offices and changing room for the operators).

Family-Friendly Policy 3: Flexible Work Arrangements

1. Definition:

Flexible work arrangements, known as flextime, refers to work environment and schedules that don't have normal constraints of a traditional job. These arrangements take into account individual's personal needs and allow employees to better sync their work hours with their personal responsibilities.

2. Procedure:

- Early or late arrival/leave within one hour before & after daily work schedule can compensate in the same month (Refer to "HrPd001-Attendance SOP-V3).
- Managers are granted a total of 4 hours a month at which they can arrive later than 8am or leave earlier than 5:30pm M - Th, and 5pm on Friday.
- Employees continuing their education are granted a total of 4 hours a week.
- During the month of Ramadan, employees can benefit from early or late arrival/leave within one hour before & after daily work schedule.
- During emergencies, temporary remote work for caring purposes can take place for employees whose work could effectively be done from home.
- During lockdowns and national emergencies, Beesline International S.A.L. offers flexible working hours for employees whose work could effectively be done from home with equal access and use to digital technologies & platforms.
- During lockdowns and national emergencies, operators can compensate these days by working overtime (as per the company's need).
- During overtime and double shifts, Beesline will give women and especially mothers the freedom of choice to decide whether they would want to work at night or not.

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- Beesline International S.A.L. pays emergency leave for all employees in certain situations affecting the whole country (ex: closed roads, heavy traffic in the country, etc.)
- Beesline International S.A.L. provides paid lactation breaks (check “Breastfeeding Support” section).
- Employee, with the approval of his/her line manager, can take long-term leave with employment protection.
- Employee, with the approval of his/her line manager, can take extra or prolonged holiday or personal leave.

Family-Friendly Policy 4: Childcare Benefits

- Beesline International S.A.L. supports employees by paying part of child education expenses, 750 000LBP/Child or 1500000LBP/≥ 2 children.
- If the employee is considered a Talent, objectively through the Talent Management Program, the employee gets 2 to 3 times the Schooling amount normally given to everyone else based on his position as a talent.

Family-Friendly Policy 5: Healthcare Benefits

- All employees are entitled to medical insurance through the NSSF, they can also insure members of their family.
- All employees can have access to family insurance package.
- Beesline International S.A.L. has a doctor who visits its premises on a weekly basis, and all employees can benefit from a free checkup at work or in his private clinic.

Implementation of this Policy

Beesline International S.A.L. will ensure that this policy is widely disseminated to all relevant persons. It will be included in the staff handbook. All new employees must be trained on the content of this policy as part of their induction into the company.

It is the responsibility of every manager to ensure that all his/her employees are aware of the policy.