



(Approved by Board - April 2020)

Paid Parental Leave Policy

Purpose

New Zealand Oil & Gas Ltd (**New Zealand Oil & Gas**) is committed to building a diverse workplace, with a strong culture of workplace flexibility and a family-friendly working environment. We believe this is achieved through being flexible and supportive of family and personal commitments, and that a cornerstone of this is a supportive approach to parental leave.

Policy

It is New Zealand Oil & Gas policy to support its employees through parental leave in a proactive, collaborative and open manner. To do this New Zealand Oil & Gas will:

- have proactive and responsive conversations with employees about how staff can be supported following the birth of a child and assisted to return to work from parental leave;
- supplement statutory entitlements for parents who intend to return to work at the company offering a \$2000 bonus to assist with purchase of necessary furniture and other baby related set-up costs;
- offer to employees who are taking a minimum of twelve weeks parental leave, a \$5000 return to work bonus to be repaid if the employee leaves within eighteen months; and
- offer an additional 5 days parental care leave each year, non-accumulating, to enable care for sick children.

Additional policy practices

Leave accrual

- Leave following parental leave entitlements will be recognised as if the staff member had been at work on full ordinary time salary throughout the parental leave period.
- Managers will discuss in person with the employee taking paid parental leave, their preference for how they choose to remain engaged with the business over their leave period.
- On return, New Zealand Oil & Gas will ensure a family-friendly work place is provided including support for breastfeeding mothers.

Application of the policy

- This policy applies from 1 July 2018.
- This policy does not form part of an employee's contract of employment with New Zealand Oil & Gas, nor give rise to contractual obligations.

Measurable Objectives and Accountabilities

The company will monitor this policy by seeking feedback, from employees who have activated the policy, about their leave experience.

Review

This policy will be reviewed regularly.