



Warwickshire Pride

Registered Charity Number: 1162449

Divorce and Separation Policy

We recognise divorce and separation as significant 'life events' that can have a detrimental impact on employees' daily lives, both at home and work. Family breakdown can be a distressing time for those affected, and lead to concerns about finances, childcare, living and working arrangements. Often, employees' mental health will also be affected.

The purpose of this policy is to ensure that employees who are going through divorce, separation or family breakdown feel recognised and know how to access support to relieve these concerns. We aim to create an open and supportive workplace where managers and employees can discuss any issues associated with divorce, separation and family breakdown.

Employee Responsibilities

It is important that, as an employee, you prioritise your personal wellbeing. If you are experiencing problems with any aspect of your role because of divorce, separation or family breakdown, please speak to your manager, who will treat the matter with complete confidence. So that we can provide you with the best support possible, we encourage you to be open in these conversations.

However, we recognise that this is a sensitive issue so if you don't feel comfortable discussing your situation with your manager, you are encouraged to speak with another senior member of staff or HR.

Employer Responsibilities

Managers will maintain an open door policy so that employees feel comfortable in approaching them. They will support you to talk openly about your current situation and will not make presumptions about how it is affecting you. Your individual needs will be addressed sensitively and confidentiality will be maintained.

If you need additional support, we would encourage you to speak to HR.

Financial Wellbeing

If you have any concerns or worries about your personal finances, we would encourage you to speak to your manager who will discuss the support available. Please refer to our financial wellbeing policy for more information.

Requests for Time Off

We recognise that divorce and separation can affect individuals in different ways so if you need time off work, you should speak to your manager who will carefully consider your individual situation and agree appropriate time off. This could include taking annual leave, banked time off in lieu or unpaid leave.

Flexible Working

If you need to request changes to your hours or working pattern, home working or hybrid working (where you work some hours from your workplace and some hours from home or another location), please speak to your manager who will explain the process you need to follow to make a flexible working request.

Parental Leave

You may be entitled to take unpaid parental leave in line with the current statutory provisions; you should discuss your needs with your manager who will confirm your entitlements and look at the proposed leave periods dependent on your child's/children's particular circumstances and the operational needs of the business.

Time Off for Dependents

You are entitled to take a reasonable amount of unpaid time off during working hours to take action that is necessary to provide help to your dependents. Should this be necessary you must contact your manager to inform them that you need to take time off for dependents. For more information, please see our time off for dependents policy.

Breakdown Of Personal Relationships at Work

If you are experiencing the breakdown of a personal relationship with a colleague or a customer, client or supplier, you should speak to your manager. Please also read our policy on personal relationships at work for information on the support available and our approach to this.

Domestic Abuse

We treat domestic abuse seriously and aim to create a safe and supportive working environment. If you are experiencing domestic abuse, we encourage you to speak to

your manager who will help you. Please read our domestic abuse policy for more information on the help available.

Bullying and Harassment

There is an expectation on all employees to conduct themselves in a supportive, sensitive and open-minded manner towards colleagues. We maintain a zero-tolerance approach to bullying and harassment and will treat any and all complaints seriously. If you feel that you have been mistreated in any way by a colleague, customer, client or supplier because of matters related to divorce, separation or family breakdown, please speak to your manager.

Last reviewed: February 2026

Next review due: January 2027