



Warwickshire Pride

Registered Charity Number: 1162449

# Life Events Policy

## **Introduction**

Although changes often happen in everyday life, we recognise that sometimes these 'life events' can have a significant detrimental impact on individuals, both at home and work. In this policy, 'life event' means a very important event in your life or change in your circumstances, this could include (but is not limited to) divorce or separation, family breakdown, changes in your personal finances or wellbeing, or moving house.

The purpose of this policy is to ensure that employees who are going through a life event know how to access help if they need it. We aim to create an open and supportive workplace where managers and employees can discuss any issues associated with life events.

## **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 a life event, 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 may be 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.

Where possible, your manager will also signpost you to any relevant external information and support that is available.

## **Requests for Time Off**

We recognise that life events 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, where possible, agree appropriate time off. This could include taking annual leave, banked time off in lieu or unpaid leave.

In some circumstances, you will have a legal right to time off (i.e. time off for dependents) or you may be entitled to time off under a different company policy. Your manager will tell you if this is the case and explain your entitlements.

### **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.

### **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 a life event, please speak to your manager.

Last reviewed: February 2026

Next review due: January 2027