

Tavarone Rovelli Salim Miani

MATERNITY/PATERNITY BENEFITS POLICY

I. Vision

To develop, implement and maintain a successful policy that allows any professional working at Tavarone Rovelli Salim Miani ("TRSM" or the "Firm") in whom the primary care of a child is vested, to satisfactorily address their parental responsibilities without it being an obstacle to developing a successful professional career at the Firm.

II. Objectives

- To provide facilities to mothers/fathers/primary caretakers who work at the Firm during the first years of parenting to support their professional careers and accompany them so that they can boost their possibilities, while facilitating and promoting the relationship with their children, their upbringing and also preserving their personal well-being.
- Design schemes that adjust to the reality of each professional and his/her family, considering TRSM's general guidelines and including (i) a basic policy that makes the minimum applicable benefits available to all professionals; and (ii) if necessary or convenient for the family, a complementary scheme that allows each professional (primary caretaker) to adapt the basic policy to their specific needs.

III. Scope

This policy will apply to mothers/fathers/primary caretakers during the period immediately following the birth/adoption of their children and, in general, until the children complete elementary school.

This benefit will lean on success cases and nourish from the feedback that the Firm receives from its professionals. If it is concluded that the objectives are not met, necessary modifications will be analyzed and implemented immediately after.

IV. TRSM Benefits

1. Immediately after childbirth/adoption:

- For mothers (or primary caretakers): an additional month (1 month) of maternity leave with pay (in addition to the 3 months applicable by law and without prejudice of the unpaid extension of the leave).
- For fathers (or primary caretaker): two (2) weeks of paid leave after the birth of the child.

2. Return to the office up to two (2) years:

- *Soft Landing*: Once the license is concluded, during the following months there will be broad flexibility during the workday through a scheme that combines face-to-face modality, home office and flexible working hours as to take care of unexpected daily family situations. The flexible scheme will help coordinate the way in which each professional returns to work aiming for it to be gradual and balancing work, the upbringing of the baby and the well-being of the mother/father/primary caretaker.

As an example, it could be organized as follows:

As from reinstatement up to the baby's first year	4 face-to-face modality hours on the days in which this modality is arranged for all TRSM professionals + home office
As from the first year up to two years	6 face-to-face modality hours on the days in which this modality is arranged for all TRSM professionals + home office

Clarification: breastfeeding time is contemplated in this scheme.

As from two (2) years and up to the end of initial education (end of elementary school)–mothers and fathers:

- Flexibility in schedules to meet children's needs (educational, health, etc.) and imponderables and contingencies.
- Home office: to be defined in accordance to the home office scheme established for all TRSM professionals.

Breastfeeding

- Incorporation of an exclusive space (pumping room) within the Firm's offices with adequate hygiene and comfort conditions in order to promote the continuity of breastfeeding.