
Divorce and Separation Policy

1. Introduction

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.

GRAHAM are committed to being an inclusive workplace where all employees, customers and stakeholders can fully participate and contribute. We strive to ensure accessibility across all facets of our operations, including physical spaces, digital platforms, communication channels and services.

Our People policies are regularly audited against rigorous accessibility standards to ensure compliance and to support every employee.

Anyone who requires additional support or has any questions regarding accessibility can contact the HR team at HR-GFM@graham.co.uk

2. Scope

This Policy applies to all GRAHAM employees.

3. Roles & Responsibilities

3.1. Employee responsibilities

It is important that employees prioritise their personal wellbeing. If an employee is experiencing problems with any aspect of their role because of divorce, separation or family breakdown, they should speak to their manager, who will treat the matter with complete confidence. Employees are encouraged to be open in these conversations so that managers can provide them with the best possible support.

3.2. Manager responsibilities

Managers should promote an environment where employees feel comfortable in approaching them. They should support employees to talk openly about their current situation and not make presumptions about how it is affecting them. Employees individual needs should be addressed sensitively and confidentially.

3.3. Additional Support Available

We recognise that this is a sensitive issue, and some employees may not feel comfortable discussing their situation with their manager. As an alternative, we would encourage them to speak to a member of the HR team, the Wellbeing Manager, Mental Health First Aiders, or the Employee Assistance Programme.

4. Requests for Time Off

Employees who are going through divorce or separation are entitled to a maximum of 2 days paid divorce/separation leave to deal with practical or wellbeing matters over the duration of the divorce/separation. Leave can be taken in half days, full separate days or in bulk, dependent on individual needs. Employees who want to take this leave must agree the time off in advance with their manager.

We recognise that divorce and separation can affect individuals in different ways so if employees need additional time off work, they should speak to their manager who will carefully consider their individual situation and discuss the appropriateness of time off. Any additional time off will be either be unpaid or taken as annual leave. Any additional unpaid leave may constitute part of the statutory provision for parents or time off for dependents.

5. Flexible working

Should an employee need to discuss either temporary or permanent changes to their hours or working pattern, they should speak to their manager who will explain the process they need to follow to make a flexible working request.

6. Parental leave

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

7. Time off for dependants

Employees are entitled to take a reasonable amount of unpaid time off during working hours to take action that is necessary to provide help to their dependants. Should this be necessary employees must contact their manager to inform them that they need to take time off for dependants. For more information, please refer to our Special Leave policy.

8. Domestic abuse

We treat domestic abuse seriously and aim to create a safe and supportive working environment. If employees are experiencing domestic abuse, we encourage them to speak to their manager who will help them. Please read our Domestic Abuse policy for more information on the help available.

9. Further Guidance & Support

For further help / support / advice contact:

- Bupa Healthy Minds employee assistance programme
- GRAHAM Wellbeing Manager – Davy Daly
- The Human Resources Team
- Mental Health First Aiders [Link on the Hub](#)
- GRAHAM Wellbeing Hub
- Parent Cloud [Link on the Hub](#)