



BEREAVEMENT POLICY

JANUARY 2024

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1. INTRODUCTION

- 1.1 If you are reading this policy it is likely that you may have recently suffered the loss of someone close to you or you may be seeking to offer support to someone within the Company following a bereavement.
- 1.2 With this in mind we urge you to read this policy carefully, understand the spirit of its intent and, if required, seek further advice or support from the people and organisations referenced.

2. PURPOSE

- 2.1 As part of our commitment to wellbeing, we firmly believe that supporting our people during bereavement is one of the most important things we can do. Regardless of the circumstances of the loss, employees may need on-going support and understanding from their line manager and work colleagues.
- 2.2 In the midst of events that can feel totally out of control, a supportive workplace can be an important source of structure and 'normality'. This policy seeks to provide reassurance, information and to signpost people to sources of help and support available to them.

3. SCOPE

- 3.1 This is a group level policy that applies to all employees of Anglian Water Group Limited, with the exception of Anglian Water (Ireland) Limited and Wave Limited (and their respective subsidiaries, which include Celtic Anglian Water and Anglian Water Business (National)).

4. STATUS

- 4.1 This policy and guidelines are subject to regular review by the Company and are updated as appropriate.

5. POLICY OWNER

- 5.1 Head of Employee Relations.

6. POLICY

- 6.1 There is no prescribed or "right way" to grieve. We recognise that bereavement can affect an employee physically, emotionally, cognitively, socially and practically, which may in turn lead to significant changes in their personal circumstances.
- 6.2 To support our people, the Company offers a flexible approach to time off work following the loss of someone with whom they have a close personal relationship.
- 6.3 This is a non exhaustive list, however for the purpose of this policy a close personal relationship may be defined as a person to whom the employee is:
 - married or in a civil partnership;
 - co-habiting or dating;

- any immediate family members, e.g. father, mother, brother, sister, son or daughter (this is a non-exhaustive list and includes both blood and non- blood relations, e.g. 'step' relations); or
 - could be regarded as having a familial or close personal relationship.
- 6.4 This policy also applies if you are the partner of someone who has recently suffered the loss of a pregnancy, or a parent who has experienced pregnancy loss through a surrogate see [Pregnancy Loss Policy](#).
- 6.5 All employees (regardless of length of service) may take up to two weeks' paid bereavement leave, subject to authorisation by their line manager.
- 6.6 The two weeks' paid leave will be based on what a typical working week is and pro-rated accordingly, e.g. an employee that works 3 days per week will receive a total of 6 days' paid leave in total, where as an employee that works 5 days per week will receive 10.
- 6.7 The two weeks' paid leave can be taken in a flexible way to suit the individual needs of the employee, e.g. 5 days taken as a one week block followed by a range of time away made up of individual days to make arrangements, attend a funeral or take personal time needed; alternatively time could be taken as a two week block.
- 6.8 The leave must be used within a total period of 56 weeks from the first day of leave used.
- 6.9 There is no limit to the number of periods of leave which may granted, however this is subject to management discretion.
- 6.10 In the highly unlikely event that this policy is abused, we reserve the right to deal with matters by the appropriate management protocols.
- 6.11 It is essential that employees wishing to take bereavement leave contact their manager at the first possible opportunity to discuss their needs and maintain reasonable contact with their manager during any period of absence.
- 6.12 The leave is booked by the employee in Workday via Absence > Other Absence (short-term) > Bereavement Leave for approval by their manager.
- 6.13 It is recognised that employees may need additional time off work depending on their circumstances, this can be accommodated in a number of ways and may include:
- up to an additional four weeks of unpaid discretionary leave;
 - the use of paid annual leave in accordance with the [Annual Leave Policy](#); and
 - in some cases periods of sickness absence may be appropriate.
- 6.14 We recognise that different people have different wishes; we will always respect privacy and work with our employees to understand how they wish the situation to be handled at work. When the employee is ready to return to work, they may choose to discuss their wishes with their line manager, this could include a discussion regarding matters such as:
- If they would like their line manager to let their colleagues know about their bereavement or not, and if they have any particular requests of their colleagues when they return.

- A potential phased return to work, which may include a short-term temporary reduction in hours/responsibilities or working from an alternative location if possible.

7. EMPLOYEE SUPPORT

- 7.1 The Company's independent Employee Assistance helpline is a confidential service available 24 hours a day, 7 days a week. They provide health and wellbeing support for employees during their employment, including when an employee has suffered a bereavement. They can be contacted on freephone **01480 323323 (option 4)** and further details are available on [Lighthouse](#).
- 7.2 There are a number of charities and support organisations available to provide support. The contact details of some of these are provided at [Appendix 1](#).

8. FURTHER ASSISTANCE

Please contact your Employee Relations Manager (ERM) or Employee Relations Advisor (ERA) for further assistance. Details of the areas covered by each ERM/ERA can be accessed [here](#).

LAST REVIEWED

January 2024

APPENDIX 1

Please see below details of a range of charities and support organisations which may be great sources of help, support and advice:

Cruse Bereavement Care <https://www.cruse.org.uk/>

Cruse Bereavement Care was founded in 1959 in Richmond upon Thames and is the leading national charity for bereaved people in England, Wales and Northern Ireland. We offer support, advice and information to children, young people and adults when someone dies and work to enhance society's care of bereaved people.

The Bereavement Trust <http://www.bereavement-trust.org.uk/>

The Bereavement Trust is a National Freephone Helpline, operating every evening of the year, without exception. We also co-operate with sister organisations on other bereavement-related initiatives.

The Good Grief Trust <http://www.thegoodgrieftrust.org/>

Everyone at The Good Grief Trust has lost someone we love, so we want to help you find the support you need as quickly as possible. You will find stories from others who have had a similar loss and targeted local and national support on each of our pages below.

Child Bereavement UK <https://childbereavementuk.org/>

Child Bereavement UK supports families and educates professionals when a baby or child of any age dies or is dying, or when a child is facing bereavement.

The Lullaby Trust <https://www.lullabytrust.org.uk/>

The Lullaby Trust raises awareness of sudden infant death syndrome (SIDS), provides expert advice on safer sleep for babies and offers emotional support for bereaved families.

SANDS <https://www.sands.org.uk/>

Sands is the stillbirth and neonatal death charity. We operate throughout the UK, supporting anyone affected by the death of a baby, working to improve the care bereaved parents receive, and promoting research to reduce the loss of babies' lives.

Line managers seeking to support people may wish to visit our well-being pages on [Lighthouse](#), which offer practical help and advice.