

Protocol of maternity cover



Why does this protocol exist?

The maternity cover protocol ensures **continuity of a professional career** and **equal opportunities** for women during the maternity leave period. It aims to eliminate barriers that have traditionally hindered women in the development of managerial careers.

Who is it for?

For women managers and pre-managers of the Caja Navarra Group, that is, those professionals that carry out – or who plan to carry out – duties of responsibility in the management and development of people.

When?

The maternity cover protocol begins from the time that the professional notifies the People Development Department that she is pregnant or has decided to adopt a child. We recommend that this be done at least **5 months before the planned date of birth or adoption**, so that the protocol is as affective as possible.

The People Development Department will take charge of notifying the manager of the interested party about the beginning of the replacement protocol as well as its supervision and fulfilment. With the aim of ensuring the fulfilment of all the commitments established in this protocol, fluid communication will be maintained between the Women's Department and the People Development Department.

Who will replace me?

Within **7 days** of the beginning of the process, the manager of the interested party will appoint the person who will cover during your absence. This decision will be notified to all people involved at the same time: these will hold a preliminary meeting at this point that will be used to define the duties, responsibilities and calendar of meetings. From that time, a meeting

will be fixed for at least every fortnight between the interested party and the person covering for her. Given that pregnancies are different in each case, this cover service will be adapted to each specific case. In the event of leave before the foreseen birth date, it will be guaranteed at all times that the replacement is effective, meaning that the training and notification period will have to be extended.

In the **three months** before the planned date of birth or adoption, with the aim of guaranteeing a suitable transition of duties, the two people will meet weekly at your workstation and spend at least a full working day together.

How long?

The cover will be in effect for absence from work (which, due to causes related to the pregnancy begins before birth), the maternity leave and the post-birth leave period.

How?

When the replacement begins definitively, the person appointed as "acting manager" will begin his/her new post with:

- SGC access (alarms, activities, information etc.);
- Outlook, where he/she will appear as "acting manager";
- Clavenet passwords;
- Personal cards regarding the new position.

Maternity represents a time of happiness both for women and for Caja Navarra. In the event that the

manager has her own **client portfolio**, **she will send them a letter** informing them that, due to her approaching maternity she will be off work for a period of time and will introduce the person who will be taking over her responsibilities.

And in the meantime?

Caja Navarra will provide **technological resources** to any manager who uses this protocol so that, if she wishes, she can be kept informed about relevant matters during her absence.

How does the return take place?

The manager who has used this protocol **will return to her position**: she will work alongside the person that has covered for her for two weeks so that she can be brought up to date.

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