



# PARENTING POLICY

**MA  
MG**  
advogados

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This booklet contains the parenting policy of MAMG. Reproduction, sharing and copying and all other forms of circulation are authorized. Our sincere desire is to spread these ideas and multiply initiatives like ours.

There is no need to give us credit. We are more concerned with mothers, fathers, grandparents, and their children and grandchildren. What we sincerely want is to help building new paradigms.

More love and more humanity in law firms. And in the world.

Sincerely,

MAMG Advogados

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# 1. INTRODUCTION

# INTRODUCTION

Children should be celebrated. Not only by parents, but by all those around them. There is no reason to be different in law firms.

Parenthood must be celebrated, cared for, and prioritized in law firms, where these two enormous challenges collide: the exercise of the profession and the care of children.

Reconciling these two challenges is not only possible, but also desirable and recommendable. Lawyers exercise parenting in a wonderful way. They just need the appropriate policies that respect the times and moments of their parenting, in all its dimensions.

We seek more humanity in our offices. At MAMG, we not only celebrate life, all lives, but we also embrace diversity, and we make no distinction of gender, sexual orientation, or forms of love. In parenting, we believe, for example, that there should be no distinction between a first caregiver and a second caregiver. Everyone can and should participate equally in the upbringing of children, sharing responsibilities. One, two, three, as many as there are, the caregivers and the children. We at MAMG embrace all forms of love, all ways of forming a family, and all children in that family, biological or adopted.

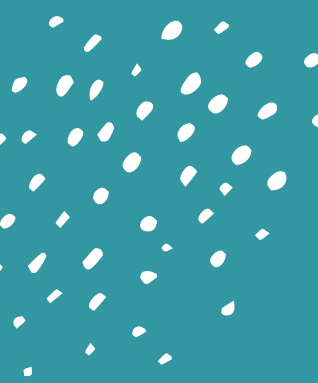


## **2. DURING PREGNANCY, ADOPTION PROCESS OR LEGAL CUSTODY**

# DURING PREGNANCY, ADOPTION PROCESS OR LEGAL CUSTODY



## Schedules for prenatal appointments and exams

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- Employees may be absent for the necessary time to perform and monitor prenatal appointments and exams. It is suggested that there should be advance notice of the examination and/or appointment, if possible.

## Schedules for hearings and visits

Employees may also be absent to participate in adoption hearings or legal custody cases, as well as for guardianship council visits, visits to adopted and guarded children and/or teenagers, etc. If possible, communication in advance is advisable, especially if the period of absence lasts more than 1 (one) day.





**DURING PREGNANCY,  
ADOPTION PROCESS OR  
LEGAL CUSTODY**



## **Acting on ongoing cases and participating in new cases**

It is suggested that the employee and his/her team meet to evaluate together the conduction of the cases in progress and the entry of new cases, as well as to evaluate the possible need for a transition period, in each case, for another colleague to take over the conduction during the period of leave.

# DURING PREGNANCY, ADOPTION PROCESS OR LEGAL CUSTODY

## Changes Beginning in the 32<sup>nd</sup> week of gestation



The pregnant employee may adapt and/or reduce her working day, as well as decide her work regime (ex. working from home) as of the 32<sup>nd</sup> week of pregnancy, if she is interested.

## Changes in cases of high-risk pregnancy

The pregnant employee will also have a different work regime in case of high-risk pregnancy, to be to be discussed with the team and management. If this is the case, the pregnant woman may be absent from work before the birth, without affecting her maternity leave.

## Gift Card for layette

MAMG will provide a monetary support for the purchase of layette items.



### **3. AFTER PREGNANCY, ADOPTION PROCESS OR LEGAL CUSTODY**

# **AFTER PREGNANCY, ADOPTION PROCESS OR LEGAL CUSTODY**



## **Parental Leave**

Parental leave will be granted to all employees, mothers or fathers, for 6 (six) months, as from the birth or conclusion of the adoption or legal custody process.

## **Extended leave in case of premature babies in ICU**

The parental leave of 6 (six) months will be counted as of the baby's discharge from the ICU. During the hospitalization period, the employee may be absent from work, without any impact on the parental leave.

## **Leave for grandparents**

Extension of the policy to grandparents, maternal or paternal, who are now entitled to a leave of one (1) month, as of the birth or conclusion of the adoption or legal custody or legal custody.

# AFTER PREGNANCY, ADOPTION PROCESS OR LEGAL CUSTODY

## Professional stability

The employee will have a professional stability of 12 (twelve) months, counting from the birth or conclusion of the adoption or legal custody, and cannot be dismissed or have his/her remuneration negatively impacted during this period.

## Remuneration, bonuses and career progression

The employee will be entitled to full remuneration during the period of leave. Children and parental leave will not impair career progression and potential promotions and bonuses within MAMG.



# AFTER PREGNANCY, ADOPTION PROCESS OR LEGAL CUSTODY



## Cases and email management

During the parental leave, it is not expected that the employee continues to manage, by phone or email, cases that are under his or her responsibility. To ensure the effectiveness of the leave, other professionals will possibly be allocated to conduct the cases during the leave period.



## Preparation of teams to ensure the effectiveness of licenses

Preferably before the start of the parental leave, the teams will meet to divide cases, clients and/or assignments for the employee's leave period. Limitations of professional contact are also advisable to ensure the effectiveness of the leave.





## 4. WELCOMING POLICIES

## Working from home and working hours

The employee may maintain the full working from home regime during the 12 (twelve) months of stability and will be entitled to a reduction of at least 20% (twenty percent) of the work workload during the same period. The working hours may also be flexible, subject to discussion with the team.





# WELCOMING POLICIES

## Assistance of the teams after returning from leave

The teams and employees that handled the cases of the professional who took the leave of absence should discuss the progress of the cases and make an appropriate transition back to the employee who returned from leave.

## Breastfeeding care

If breastfeeding is chosen, exclusive or not, the office will pay for up to 2 (two) breastfeeding consultancy sessions for the employee or for the employee and his/her partner.

The breastfeeding mother will have the right to at least 2 (two) breaks during the day to breastfeed the infant in the office or elsewhere and/or to milk in a space that will be made available by MAMG in the office.



# WELCOMING POLICIES



## Schedules for pediatric appointments, exams and vaccination

The employee may be absent for pediatric appointments, exams and vaccinations for their children, including a day off in case of a reaction resulting from the vaccination.

## Attendance at meetings and school events, adaptation period at school, etc.

The employee may, at any time, be absent from work in case of school meetings and events, during the adaptation period of the children at school, among other cases when greater availability of mothers and fathers is required for their children.



## Adjustment period in case of adoption or legal guardianship of older children

MAMG understands that, in cases of adoption or legal custody, especially of older children, greater challenges of adaptation may occur. In case the employee is in process of adaptation, advance notice to the firm regarding difficult periods is suggested, to allow discussion of possible absence or reduction of working hours, when necessary.

# WELCOMING POLICIES

## Day off on birthday days (happy day)

The employee will be entitled to a day off from work on his/her child's birthday, as long as the date falls on a working day. Previous communication of 1 (one) week before the commemorative date is advisable.



## Day off in case of illness

In case an employee's child becomes sick, the employee will be entitled to a day off to take the necessary care.



# WELCOMING POLICIES



## Support groups and conversations with other parents

MAMG encourages holding regular meetings among its mother and father employees and any interested parties for support groups on parenting and discussion groups on the topic.

## Rest Periods

Mother and father employees will have preference to take vacation during school holidays.

## 5. ACKNOWLEDGMENTS

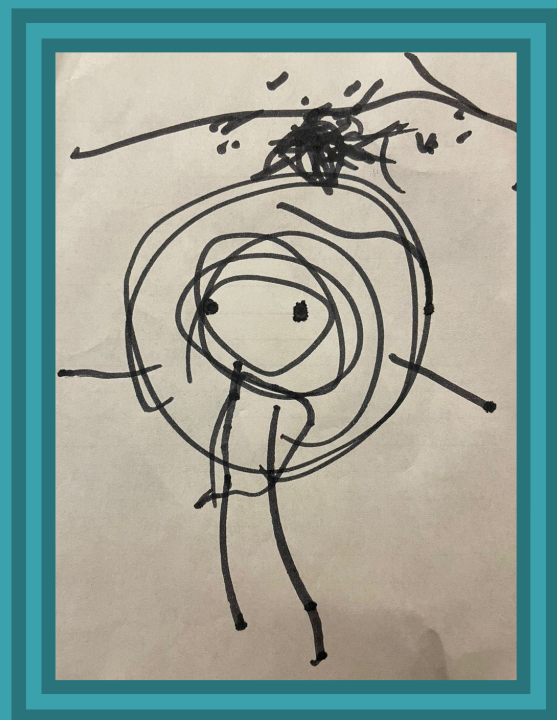
# ACKNOWLEDGMENTS



**SOFIA, 3 YEARS OLD AND  
THEO, 10 MONTHS OLD**



**DIDI, 4 YEARS OLD**



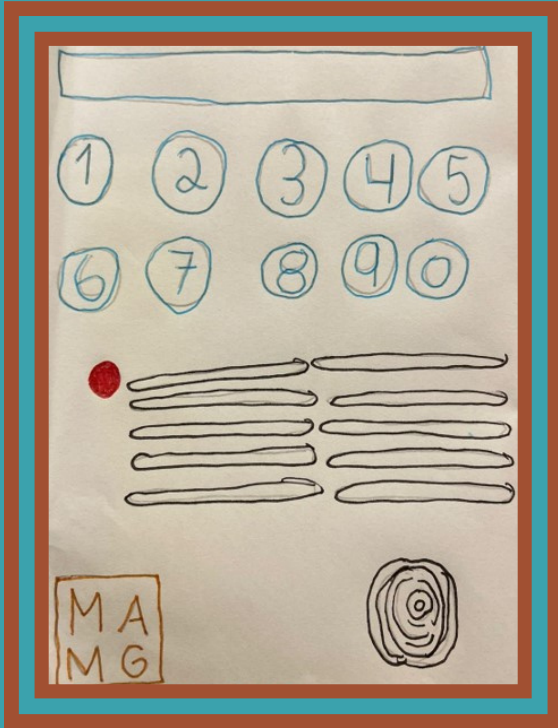
**OTTO, 4 YEARS OLD**



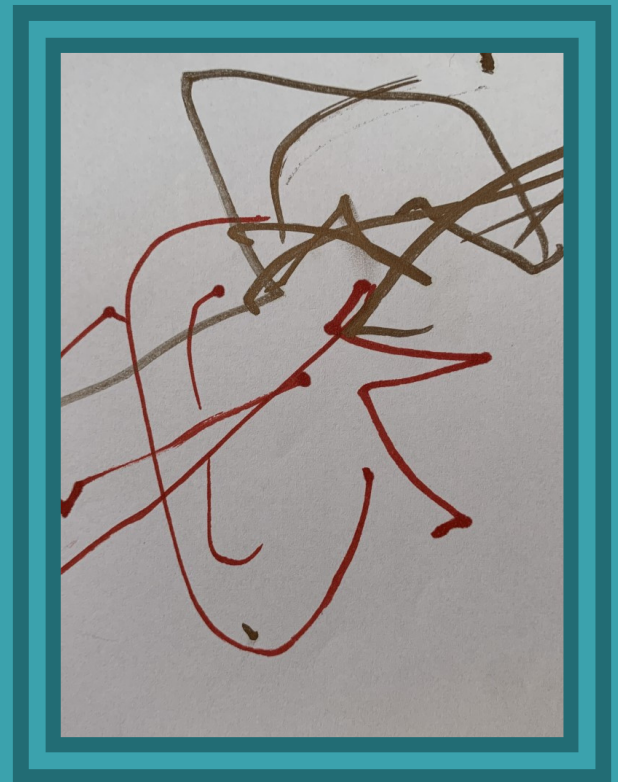
**MIAH, 2 YEARS OLD**

**MAMG ART GALLERY**

# ACKNOWLEDGMENTS



**VALENTINA, 7 YEARS OLD**



**MARTINA, 1 YEAR AND 4 MONTHS OLD**



**BEBEL, 7 YEARS OLD**

\* The disclosure of all drawings in this booklet was authorized by the children's guardians

**MAMG ART GALLERY**



# ACKNOWLEDGMENTS



To those who came before us.

For paving the way so we could get here, questioning and challenging the status quo.

To ours.

For sharing with us values and culture, recognizing that change must resonate from an early age and must always be guided by humanity, empathy, and understanding.

To those who are yet to come.

For inspiring us to be the best version of us we can be and to guarantee more than we have today. It is for you.



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