



PROFESSIONAL TRAINING AND STUDY LEAVE Policy



STATEMENT OF INTENT - PROFESSIONAL QUALIFICATIONS

Script IP is committed to supporting our patent professional staff to complete their training and examinations to achieve registration as a European Patent Attorney and as a Chartered (UK) Patent Attorney.

Script IP is committed to supporting our trademark professional staff to complete their training and examinations to achieve registration as a Registered Trade Mark Attorney and as a Chartered (UK) Trade Mark Attorney.

Script IP intends to support our professional staff to achieve election as Fellow of their relevant professional body (e.g. CIPA / CITMA) and/or to complete supplementary qualification (e.g. Litigator's Certificate) as agreed with their supervising partner.

EXAMINATIONS AND STUDY LEAVE

Script IP is committed to facilitating successful sitting of the relevant examinations.

Enrolment / sitting a particular examination must always be by agreement with that person's supervising partner.

Provided enrolment / sitting a particular examination has been agreed as noted above, Script IP will provide:

- One full day of paid Examination Leave for each day which contains one or more examinations being sat.
- One full day of paid Study Leave for each separate examination paper to be sat.

For example if a person sits two examinations which are held on the same single day, they will receive one day of examination leave and two days of study leave.

For example if a person sits two examinations which are held on two separate days, they will receive two days of examination leave and two days of study leave.

Script IP will support sitting of the relevant examinations by providing appropriate space including up to date IT equipment for sitting of the relevant examinations online, or by paying all reasonable costs for sitting in person including the relevant examination fees and including reasonable travel costs to and from such sittings and including reasonable subsistence costs incurred in such sittings, as appropriate.

INTERNAL AND EXTERNAL TRAINING

Script IP is committed to helping employees find appropriate external or internal opportunities for relevant learning and development.

Script IP will support such appropriate external or internal opportunities by granting paid time off from normal duties to attend such events.

Script IP will also support such appropriate external or internal activities/events by paying all reasonable costs for attendance and including reasonable travel costs to and from such activities/events and including reasonable subsistence costs incurred in the attendance of such activities/events.

Enrolment / attendance at a particular event must always be by agreement with that person's supervising partner.

It would normally be expected that a single external course directed at a single particular examination paper would be supported. Attendance at multiple external courses per single particular examination paper would not be expected unless exceptional circumstances apply. This would need to be discussed and agreed with that person's supervising partner.

ATTENDANCE AT TRAINING – TIME IN LIEU

It is recognised that sometimes training, particularly externally provided training, may fall on a non-working day e.g. a weekend. When this arises, Script IP will provide *time in lieu* corresponding to the time spent in attendance at the training. This would normally be in the form of the next working day(s) (or part-day(s)) taken off *in lieu* of the attendance on a non-working day(s) (or part-day(s)). Only in exceptional circumstances to be agreed with the person's supervising partner would *time in lieu* be deferred beyond the next working day. This is firstly for reasons of the person's welfare, since if (for example) a course fell across Saturday and Sunday then it is desirable for the person to have their *time in lieu* as soon as possible so that they can rest after possibly being engaged in professional work/training for 7 consecutive days. It is further desirable to avoid a scenario where the person is engaged in professional work/training for 12 consecutive days without a rest day (e.g. Monday-Friday-Saturday-Sunday-Monday-Friday). This is also for reasons of client care and professional standards since it is not in the interests of high quality work for a person to be engaged in professional work/training for 12 consecutive days without a rest day.

EXPECTATIONS

Agreement with the person's supervising partner will not be unreasonably withheld. The key expectation is that the person is making diligent efforts to achieve the required standard. These should normally include private study as well as taking up training as part of their work. These should normally include active and co-operative participation in opportunities offered by Script such as tutorials, training sessions, study sessions, bundle meetings, and the like.

REPAYMENT OF TRAINING/EXAMINATION COSTS

It is recognised that investment by Script into the training and qualifications of professional staff incurs a significant financial cost. Therefore it is a condition of enrolment in the 'foundation' level courses (i.e. the taught courses providing exemption from the JEB 'foundation' papers / providing entitlement to sit the JEB 'final' papers, for example the Bournemouth University Certificate in IP Law, or the Queen Mary Certificate in IP Law, or the Manchester University Certificate in IP Law, or equivalent course/certificate) that if the person undertaking that course ceases employment with Script during the 12 months following advice of their final course result from the relevant institution, repayment of the course fees by or on behalf of that person to Script will be effected no later than the last day of their employment by Script.

If there is any concern in these matters, any person is encouraged to raise the concern with any Partner.

If there is any perceived barrier to raising such a concern, please refer to our 'whistleblowing policy' which illustrates our commitment to open and transparent communication.

Script Intellectual Property LLP (Script IP)

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