

## Employment of armed forces reservist policy

### Introduction

The Company recognises that members of the Armed Forces, including regular and volunteer Reservists and veterans, commit a great sacrifice and work hard to complete their duties.

The Company is committed to providing Reservists with the same opportunities for employment as other individuals. As part of this commitment, the Company aims to provide support to all Reservist employees who have a commitment to train regularly and may be mobilised.

### Interview and selection

The Company operates a fair recruitment and selection process that places all applicants, including those who are Reservists, veterans or family members, on an equal footing and does not place these individuals at an unfair disadvantage.

Job applications from those who are Reservists are welcomed by the Company and no job application will be automatically or otherwise rejected because the applicant indicates that they are a Reservist. If an indication is made within a job application that the individual is a member of the Reserve Forces, any further questions asked will relate to the job role in question.

Selection will be made on an objective basis with at least two managers, wherever possible.

### Notification

Upon commencement of employment, employees who are Reservists must notify the Company of this as soon as possible. This notification must be made to [HR@techpoint.co.uk](mailto:HR@techpoint.co.uk) and must also provide details of the Reservist status and the specific force that the individual belongs to.

Further to the above, employees must also notify the Ministry of Defence of the Company's details as their employer and grant permission to the Ministry to communicate directly with the Company. This allows necessary communication regarding the obligations, benefits and rights that apply to the employee as a Reservist, including any details of annual training commitments.

### Training

The Company understands that a key commitment of the Reservist forces is to undergo annual training. The Company also recognises that such training provides benefits for the employee and the Company itself, especially through the development and maintenance of further skills and capabilities required for the Reservist role.

The Company expects Reservists to use their annual leave entitlement to cover time off for training. Where the Reservist does not have sufficient annual leave to cover training requirements, the employee must speak to their line manager who will consider offering further unpaid leave. Granting unpaid leave is at the discretion of the line manager who will make this decision in line with business operations.

Employees are requested to give as much notice as possible of their training commitments to ensure sufficient time is available to plan around this. Notice should be given as soon as training dates are confirmed and once the time off request is approved this will not be cancelled unless there are exceptional business needs requiring this.

### Mobilisation of our employees

Mobilising is the act of Reservists being called into full time service for a period that differs depending

on the nature and scale of the ongoing military operation.

The Company will usually be directly notified of mobilisation of their Reservist employees by the Ministry of Defence submitting call-out papers, however these may be sent directly to the Reservist. If the Reservist receives call-out papers, they are required to submit these to their line manager as soon as possible. In exceptional circumstances where there would be serious harm to the Company's operations by the employee's call-out, the Company will seek exemption, deferral or revocation. In these circumstances, the Company will discuss this with the employee.

In most cases, the Reservist employee will be released from their duties in order to mobilise. Before this release occurs, the employee's line manager will arrange a meeting to discuss, and agree, the arrangements that will be in place for the period of mobilisation covering, but not limited to:

- cover of work duties
- return of Company equipment
- keeping in touch arrangements
- taking annual leave in advance of mobilisation

During periods of mobilisation, the employee will not be entitled to their normal salary payments, and they will not accrue annual leave as if they were employed. Instead, the employee will be paid by the Ministry of Defence, and they can apply for additional benefits where the basic salary they receive is lower than their normal salary.

Additionally, any contractual benefits the employee is entitled to during their employment may be suspended during the period of mobilisation. This will be discussed with you prior to your mobilisation.

To confirm, the Reservist employee's period of continuous service with TechPoint will not be broken by the period of mobilisation however this period will not count towards the employee's total length of service.

## **Returning to work**

### **Employee's obligations**

No later than the third Monday after the last day of military service, the employee must send a written request to return to work. This request must be sent to [hr@techpoint.co.uk](mailto:hr@techpoint.co.uk).

The return date requested must fall within the six-week period starting from the last day of military service.

An employee has discretion as to whether they informally approach the Company regarding their return to work. If they choose to do so, the employee may contact their line manager by any means they have available.

### **Company's obligations**

The Company will return the employee to their former role, where possible, or to a suitable alternative role where the employee receives the same terms and conditions that applied before the mobilisation. This return will take place within the six-week period starting from the last day of military service.

On the first day of the employee's return, a return-to-work meeting will be held, usually with their line manager, where the support and guidance needed to help the employee reintegrate into the Company will be discussed and agreed. Further training or updates may be needed and will be provided within a timely manner.

## Ongoing support

The Company recognises that the experiences faced by, and obligations on, a Reservist may place an employee under additional strain. Where an employee is experiencing difficulties during their employment, they are encouraged to speak to their line manager who will look to provide appropriate support on these occasions.

The Company provides all employees, including Reservist employees, with access to wellbeing and support services including an EAP service via Benenden. More information on these wellbeing services can be found within the HR system or by speak to a member of the HR team.