



# Armed Forces Policy

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## 1.0 BACKGROUND

Zzoomm are committed to ensuring that all employees including those who currently serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services.

## 2.0 PURPOSE

Zzoomm has pledged its support for members of, or those wishing to join the Armed Forces Reserve. This policy sets out additional support that Zzoomm will provide to all employees who are part of the Armed Forces Community.

## 3.0 SCOPE

This policy applies to all employees.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

## 4.0 KEY PRINCIPLES

Zzoomm will endeavour in our business dealings to uphold the key principles of the Armed Forces Covenant, which are:

- no member of the Armed Forces Community should face disadvantage in the provision of public and commercial services compared to any other citizen;
- in some circumstances special treatment may be appropriate especially for the injured or bereaved.

## 5.0 DEMONSTRATING OUR COMMITMENT

Zzoomm recognise the value serving personnel, reservists, veterans and military families bring to our company and to our country. We will seek to uphold the principles of the Armed Forces Covenant, by:

### 5.1 PROMOTING THAT WE ARE AN ARMED-FORCES FRIENDLY ORGANISATION:

- by seeking to support the employment of veterans young and old and working with the Career Transition Partnership (CTP), in order to establish a tailored employment pathway for Service Leavers;
- by promoting and increasing awareness of Armed Forces' Day and Reserves' Day through internal communication.

### 5.2 SUPPORTING THE EMPLOYMENT OF VETERANS:

- supporting work experience for Leavers and Veterans;
- recognising military skills and qualifications when interviewing for new positions;
- holding briefing days specifically for those leaving the Armed Forces as a way to raise awareness of the opportunities for employment in Zzoomm;



### 5.3 SUPPORTING SERVICE SPOUSES AND PARTNERS:

- endeavouring to offer a degree of flexibility in granting leave for Service spouses and partners before, during and after a partner's deployment.

### 5.4 SUPPORT FOR RESERVES:

- striving to support our employees who choose to be members of the Reserve forces. Reservists are typically committed to 19-40 days' training per year. Reservists should give a minimum of 4 weeks' notice of training commitments to allow appropriate planning time to cover absence. Zzoomm is committed to granting an additional 5 days' leave per year to Reservists specifically to enable them to attend training. Annual leave from the employee's normal annual allocation should be used for the remainder of any training requirements. Employees should request this time off via their manager and managers should liaise with Human Resources.

## 6.0 RESERVE STATUS NOTIFICATION

Reservists are required to inform Human Resources that they are a member of the Reserve Forces and the specific force they belong to unless, due to exceptional circumstances, they have a MoD waiver. We ask for this information so that the company can provide the appropriate level of support to the reservist. Zzoomm also recognises the additional skills and experiences that being a Reservist can bring to the company and therefore it is useful for the company to have an understanding of where these particular skills and experiences exist.

## 7.0 MOBILISATION

Mobilisation is the process of calling Reservists into full time service with the regular forces, in order to make them available for military operations. The maximum period of mobilisation will depend on the scale and the nature of the operation and is typically no longer than 12 months. Whilst the call-out papers will usually be sent directly to Zzoomm, if you are ordered by the MoD to deliver these in person, you must deliver these directly to Human Resources.

A period of mobilisation comprises three distinct phases:

1. medical and pre-deployment training;
2. operational tour;
3. post operational tour leave

In exceptional circumstances, Zzoomm can apply for exemption from, or deferral of, call-out and mobilisation on the grounds that mobilisation is considered to cause a risk to the company's business continuity.



## 8.0 TERMS & CONDITIONS DURING MOBILISATION

### 7.1.1 CONTINUOUS SERVICE

There will be no loss to continuity of service with Zzoomm. During mobilisation, Reservist employees will be placed on "Special Leave".

### 7.1.2 PAY

The MoD will assume responsibility for the Reservist's salary for the duration of their mobilisation. The MoD will pay a basic salary according to the Reservist's military rank. If this basic element is less than the Reservist receives from Zzoomm, it is the Reservist's responsibility to apply to the MoD for the difference to ensure that they suffer no loss of earnings. This is known as a 'Reservist Award'.

### 7.1.3 BENEFITS

Employee benefits will be suspended by Zzoomm during the period of mobilisation. Reservists may be able to claim for the loss of these through the MoD.

If the Reservist is in possession of a company vehicle, they will be required to return this for the period of mobilisation.

### 7.1.4 ANNUAL LEAVE

The Reservist employee will not accrue annual leave during the period of mobilisation. Reservists accrue annual leave with the MoD whilst they are in full time service. When they demobilise, Reservists are entitled to a period of post-operational leave (POL), before their return to work. During this period they will continue to be paid by the MoD.

### 7.1.5 PENSION

During mobilisation, Reservists can choose to contribute to their MoD pension. Alternatively, Reservists can continue contributing to their Zzoomm pension and the MoD will pay the employer contributions.

## 8.0 RETURNING TO WORK AFTER MOBILISATION

Both the Reservist and Zzoomm have obligations under The Reserve Forces (Safeguarding of Employment Act) 1985 regarding the return to work process

The Reservist must write to Human Resources by the third Monday after their last day of military service making their request to return to work and suggest a date which should fall within 6 weeks of their last day of full-time service. This letter formally starts the return to work process.

We also encourage Reservists to contact their line manager to discuss their return to work at the earliest opportunity, whether via a letter, a meeting or a telephone call. The formal application must be made in writing for it to be valid under the Act.

Zzoomm has an obligation to reinstate the Reservist, where possible, to their former role, and, if this is not possible, to a mutually acceptable role on the same terms and conditions prior to mobilisation.



The Reservist will be reinstated within 6 weeks of the last day of their full-time service, for a minimum period of 13,26 or 52 weeks, depending on the length of service prior to mobilisation.

## 9.0 PRE- MOBILISATION ACTIONS FOR MANAGERS

- Inform Human resources of impending mobilisation and first day of full time service
- Meet with the Reservist to discuss mobilisation including:
  - arrangements for the handover of work
  - return of any equipment
  - agreeing annual leave arrangements prior to and following the period of mobilisation. For any requests to carry annual leave into the following year, you must request consent from the People Director

## 10.0 REDUNDANCY

In cases of redundancy, Zzoomm will not take the duties of training or mobilisation into consideration. All Reservists will be treated the same as other employees.