

1. Purpose

Statom Group recognises the valuable contribution of employees who serve as Reservists in the UK Armed Forces, including their impact on communities and the civilian workplace. This policy sets out the statutory rights, responsibilities, and support mechanisms for employees who are members of the Reserve Forces.

2. Scope

This policy applies to all Statom Group employees who are members of any branch of the UK Reserve Forces, including:

- Volunteer Reservists (Royal Naval Reserves, Royal Marines Reserves, Territorial Army, Royal Auxiliary Air Force)
- Regular Reservists (ex-regular servicemen with mobilisation obligations)
- Full-Time Reserve Service members
- Additional Duties Commitment members
- Sponsored Reserves
- High Readiness Reserves

3. Reserve Status Notification

- Employees must notify the Group at the earliest opportunity if they are a Reservist and the specific branch of service.
- Reservists must provide written consent for the Ministry of Defence (MoD) to notify the Group of mobilisation obligations.
- Employees must keep personal details up to date to ensure accurate records for mobilisation and training purposes.

4. Training Commitments and Time Off

- Reservists will be granted reasonable paid or unpaid time off, including up to three days from annual leave for short training periods that cannot be undertaken outside working hours.
- Weekend camps or exercises will follow the same arrangements.
- Requests for training leave should generally be made with at least one month's notice, where reasonably practicable.

5. Mobilisation

- Mobilisation occurs when a Reservist is called to full-time service with the Regular Forces, typically for a maximum of 12 months.
- Statom Group will release employees for mobilisation unless exceptional operational circumstances exist.

- Line managers may request exemption, deferral, or revocation in writing if the Reservist's absence would cause significant harm to service delivery.
- Decisions on exemption/deferral will follow guidance in the MoD call-out pack and may be appealed through the Reserve Forces Appeals Tribunal.

6. Pay and Benefits During Mobilisation

- Employees on mobilisation will be placed on special unpaid leave, with continuity of employment maintained.
- The MoD will provide a Reservist Award covering basic salary and compensating any shortfall relative to normal Statom Group pay.
- Contractual benefits (e.g., company cars) may be suspended but will be addressed during pre-mobilisation discussions.
- Employees may remain in the Statom Group pension scheme, with the MoD making employer contributions if the employee continues personal contributions.

7. Annual Leave

- Reservists should be encouraged to take accrued annual leave prior to mobilisation.
- Annual leave does not accrue with Statom Group during mobilisation but accrues with the MoD during full-time service.
- Post-operational leave (POL) is provided by the MoD, with pay maintained.

8. Dismissal and Redundancy

- Reservists may be included in redundancy pools due to business downturns or departmental closure, but redundancy criteria must not discriminate against Reservists or their mobilisation liability.
- All employees, including Reservists, must be treated consistently and fairly.

9. Return to Work

- Reservists must formally request reinstatement in writing by the third Monday after the last day of military service, with a proposed return date within six weeks.
- Statom Group will reinstate Reservists to their former or equivalent role on the same terms and conditions.
- The minimum post-return employment period depends on prior length of service:
 - <13 weeks' service: 13 weeks minimum
 - 13–51 weeks' service: 26 weeks minimum
 - 52+ weeks' service: 52 weeks minimum
- Employees may appeal reinstatement decisions under the Safeguard of Employment Act 1985.

10. Aftercare and Reintegration

- Statom Group will support smooth reintegration, including:
 - Updating on operational or organisational changes
 - Refresher training where necessary
 - Skills training for updated or changed duties
 - Optional social or informal meetings with colleagues to reduce dislocation

11. Responsibilities

- Employees: Provide notice of training/mobilisation, maintain up-to-date records, and communicate return-to-work intentions.
- Line Managers: Support Reservists, manage operational impact, and facilitate reinstatement.
- HR Department: Ensure compliance with legislation, maintain records, and advise managers on Reservist rights.

12. Legal Compliance

This policy complies with:

- Reserve Forces (Safeguard of Employment) Act 1985
- Reserve Forces Act 1996
- Employment Rights Act 1996
- Relevant provisions of UK employment law, including equality and anti-discrimination legislation

13. Review

- The policy will be reviewed annually or sooner in response to legislative or operational changes.
- The HR Director is responsible for maintaining and enforcing this policy.

SIGNED



Stan Nikudinski
CEO Statom Group Ltd.

Review: Annually
Date: 01/06/2025
Next Review: 01/06/2025

SIGNED



Martina Oyite
Group HR Director

Review: Annually
Date: 01/06/2025
Next Review: 01/06/2025