group policies and procedures

# ARMED FORCES COVENANT policy

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| Category | Corporate Governance |
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**Related policies and guidance**

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# introduction

Castleman Healthcare Ltd is proud to support the Armed Forces Covenant.

Our Armed Forces fulfil a responsibility on behalf of the Government for the people of the UK, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

# purpose

Those who 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. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

For that reason, Castleman Healthcare Ltd has pledged its support to the Armed Forces Covenant. This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant and the following principles will be applied to various areas of Castleman’s HR, recruitment and operational areas.

# KEY PRINCIPLES

1. Castleman Healthcare Ltd 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.

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

**Promoting the Armed Forces:**

Promoting our work, activities and events through our own digital and social media channels as well as working with the press.

Publishing our Covenant pledges on a dedicated Covenant section/page on our website.

Promoting the fact that we are an Armed Forces friendly organisation, to our staff, contractors, customers, suppliers and wider public.

**How we will do this:**

* We will ensure that our website has a dedicated section on it which highlights what the pledges Castleman has made are and how we honour those commitments.
* Castleman Healthcare staff will add a strapline to their email signatures promoting our pledge.
* Castleman Healthcare will add the Covenant’s logo to any letters sent in the form of a “footer”.

**Veterans:**

Working with and advertising vacancies through Career Transition Partnership (CTP), as well as advertising widely in the Armed Forces community, to ensure employment opportunities are made available to veterans.

Welcoming Applications from and guaranteeing interviews with, veterans who meet the criteria in the job specification.

Recognising military skills and qualifications in our recruitment and selection process.

**How we will do this:**

* In all recruitment adverts we will make it clear that we support the Armed Forces covenant.
* We will make contact with local military training bases to advertise our vacancies.
* We shall engage the service of the Career Transition Partnership.

**Service Spouses & Partners:**

Supporting the employment of Service spouses and partners by welcoming applications from spouses/partners who meet the criteria in the job specifications.

Partnering with and advertising vacancies on Forces Families Jobs and Recruit for Spouses, as well as advertising widely within the Armed Forces community.

Endeavouring to offer a degree of flexibility in granting leave for services spouses and partners before, during and after a partner’s deployment.

**How we will do this:**

* We shall contact local Armed Forces bases with recruitment advertising.
* We shall advertise vacancies on Forces Families Jobs, as well as Recruit for Spouses.
* We shall work with employee to consider their request for flexibility of leave before, during and after a partner’s deployment.

**Reserves:**

Supporting our employees who are already members of the Reserve Force.

Staff are actively encouraged to become Reservists.

Granting additional paid leave for annual Reserve Forces training.

Supporting any mobilisations and deployment.

**How we will do this:**

* We shall grant additional paid leave for annual Reserve Forces training.
* We shall support any mobilisations and deployments.

**Cadet Organisations:**

Supporting our employees who are volunteer leaders in military cadet organisations.

Granting additional leave of up to 10 days (paid) to attend annual training camps and courses.

Actively encouraging members of staff to become volunteer leaders in cadet organisations.

Supporting local military cadet units.

Recognising the benefits of employing cadets/ex-cadets within the workforce.

**How we will do this:**

* We shall grant up to 10 days paid leave to attend annual training camps and courses.
* We shall recognise the benefits of employing cadets/ex-cadets within the workforce.

**National Events:**

Supporting Armed Forces Day, Reserves Day, the Poppy Appeal Day and Remembrance activities.

**How we will do this:**

* We shall ensure within our organisation that national appeals and days are recognised and supported.

**Armed Forces Charities:**

Supporting Armed Forces charities with fundraising and supporting staff who volunteer to assist.

**How we will do this:**

* We shall consider Armed Forces charities when promoting our charitable endeavours.
* We shall support staff who volunteer to assist with flexible working or use of Castleman expertise.