

Armed Forces Covenant Commitment HR Policy

Alun Griffiths (Contractors) Limited is a civil engineering company based in Abergavenny, South Wales, undertaking projects for Highways England, Network Rail, Welsh Government, Local Authorities as well as other public and private clients across Wales, the West Midlands and the West of England. Projects include highway schemes, rail infrastructure schemes, utility and river works.

POLICY STATEMENT

Alun Griffiths (Contractors) Ltd signed the Armed Forces Covenant in December 2019 which includes a commitment to support the Armed Forces Community by recognising the value that military reservists, service veterans, adult cadet force volunteers and military families employed contribute to our business and the community. We aim to recognise this commitment by introducing the following HR measures:

- A maximum of 10 days paid leave for Military Reservists to help meet Reserve Service training commitments per year.
- A maximum of 5 days paid leave for Adult Cadet Force Volunteers to help meet training commitments per year.
- Granting a maximum of 10 days special paid leave to the spouses or partners of service personnel deployed on operations to enable them to spend time with their partner when they are on R&R.
- Armed Forces Champion's will be appointed who can act as a source of information for any with service links within the business and to liaise with our MOD partners and AF Covenant Partnership Regiment.
- The MODs Career Transition Partnership's database of talented service leavers will be routinely searched for suitable applicants whenever a vacancy arises and

employment enquiries from service veterans or the spouses/partners of serving personnel will be welcomed.

- Civil Engineering Careers information will be delivered to Gwent and Powys cadet units at venues and opportunities organised by the CEO of Gwent and Powys Cadets.
- Employees are to provide evidence of armed forces commitments with as much notice as possible to ensure Alun Griffiths (Contractors) Ltd are fully engaging in supporting this policy.

OUR COMMITMENT

This policy is fully supported by the company and managers.

Each request will be viewed on a case by case basis and authorisation of leave will be agreed with their line manager this will be depending on the demands of the business and workload.

REVIEW

The effectiveness of the policy and associated arrangements will be reviewed annually under the direct supervision of the Managing Director.



Signed: **Stephen Tomkins**
Managing Director

Date: **22nd March 2021**