



Caritas Legal Limited
sub umbras floret

UK Armed Forces Policy (the “Policy”)

1. Information about this Policy

- i. Caritas Legal is committed to supporting all members of the Armed Forces Community including Veterans and their families throughout the UK;
- ii. Caritas Legal became a signatory of the Armed Forces Covenant in October 2020 to ensure that the commitment made in 1(i) above became official;
- iii. This Policy will make clear our ongoing commitment to support the Armed Forces Community throughout the UK;
- iv. This Policy is written in addition to the Armed Forces Covenant pledge signed by Caritas Legal;

2. Promotion of the Armed Forces Community

- i. All employees of Caritas Legal are supportive of Armed Forces Day (“AFD”) and we encourage all staff members to engage with their local AFD;
- ii. Caritas Legal is happy to promote and display literature related to Armed Forces Charities, Reservists and Cadet Organisations;
- iii. Where possible, Caritas Legal will provide employees with an additional 1 day of paid leave per financial year to volunteer at any Armed Forces Charities fundraisers in addition to their contractual leave allowance;
- iv. Where possible, Caritas Legal, will facilitate recruitment personnel from both the Reservist Community and Cadet Organisations to speak with our employees;

3. Recruitment of Armed Forces Personnel

- i. Caritas Legal is a “forces friendly employer”;
- ii. Caritas Legal fully appreciates the unique transferable skills that members of the Armed Forces can bring to the firm;
- iii. During the recruitment process, Caritas Legal will remain flexible to ensure fair treatment of the Armed Forces Community, Veterans and their families;
- iv. Members of the Armed Forces Community, Veterans and their families will be guaranteed an interview if they meet the minimum requirement for the role;

4. Reservist Community and Cadet Organisations

- i. Any employee of Caritas Legal who decides to join the Reservist Community or Cadet Organisation will be fully supported with their decision;
- ii. Caritas Legal will ensure that in addition to their contractual annual leave, any employee who joins or is part of a Reservist Community or Cadet Organisation will be provided up to 5 days paid leave per financial year to undertake any duties or training;
- iii. In addition to 4(ii) above, Caritas Legal will provide an additional 5 days of unpaid leave per financial year, to undertake any further duties or training, in addition to their contractual leave allowance;

5. Publishing and Amendments

- i. Caritas Legal reserves the right to amend this Policy;
- ii. Caritas Legal will publish this Policy on its website and any other platforms deemed necessary;
- iii. Any questions about this Policy should be directed to Lorna Brown, the Managing Director.