Umbrella Bathrooms Ltd.

Armed Forces & Reservist Support Policy

1. Purpose and Scope

Umbrella Bathrooms Ltd is a proud signatory of the Armed Forces Covenant and holds the Defence Employer Recognition Scheme (ERS) Bronze Award. We are actively working towards achieving our Silver Award and are fully committed to ensuring that those who serve or have served in the Armed Forces, and their families, are treated with fairness and respect.

This policy applies to all permanent and fixed-term employees who are:

• Volunteer Reservists (Royal Naval Reserve, Royal Marines Reserve, Army Reserve, and Royal Auxiliary Air Force).

• Regular Service Leavers and Veterans.

• Cadet Force Adult Volunteers (CFAVs).

• Spouses and partners of currently serving Regular Personnel.

2. Recruitment and Career Development

We recognise the immense value, transferable skills, and leadership experience that the Armed Forces community brings to our workforce.

• Fair Selection: We guarantee that no applicant will be disadvantaged during recruitment due to military mobility, frequent moves, or a lack of recent civilian commercial experience.

• Veterans & Spouses: Job applications from veterans and military spouses will be evaluated based on the equivalent skills, resilience, and qualifications gained within military life.

3. Reservist Leave and Training Commitments

To support our Reservist employees in fulfilling their statutory military training obligations, Umbrella Bathrooms Ltd provides dedicated time off.

• Additional Paid Leave: Reservists are granted an additional 5 days of fully paid leave per calendar year specifically to attend mandatory annual continuous training (Annual Camp).

• Standard Annual Leave Protection: This special leave is separate from, and in addition to, the employee's standard contractual annual leave entitlement. It must not be taken from their personal holiday balance.

• Requesting Leave: Employees must provide their Line Manager with a copy of their training schedule or formal MoD notice as early as possible, and at least 28 days before the training begins.

4. Mobilisation Framework

In the event that a Reservist employee is called up for active operational service (mobilised), Umbrella Bathrooms Ltd will fully support them before, during, and after deployment.

Pre-Mobilisation

• Once an official Mobilisation Notice is received, the employee and their Line Manager will meet to arrange the formal handover of responsibilities and confirm the last day of civilian work.

• The Company will liaise with Defence Relationship Management (DRM) regarding potential financial assistance (such as Employer Incentives and retraining costs).

During Deployment

• The employee's continuity of service is protected by law.

• Umbrella Bathrooms Ltd will maintain light-touch, regular contact with the employee (or a designated family member, if preferred) to offer community support and company updates.

Post-Mobilisation & Re-employment

• Upon completion of active service, the employee has a statutory right to return to their former role, or an equivalent position, on terms and conditions no less favourable than those they would have enjoyed had they not been mobilised.

• We will provide a structured return-to-work plan, including any necessary refresher training or health and wellbeing adjustments.

5. Cadet Force Adult Volunteers (CFAVs)

We recognise that volunteering with the Cadet Forces builds vital leadership, organization, and instructional skills.

• Flexible Working: Umbrella Bathrooms Ltd will look favourably upon flexible working requests or shift-swaps to allow CFAVs to attend weekend camps or evening training sessions.

• Additional Leave: CFAVs are granted 3 days of additional paid leave per year to attend official Cadet training courses.

6. Support for Military Spouses and Partners

We understand that the loved ones of serving personnel face unique challenges, particularly during operational deployments or sudden relocations.

• Deployment Flexibility: Line managers will offer maximum flexibility regarding annual leave requests or short-notice flexible working if an employee’s partner is returning from, or preparing for, an overseas deployment.

• Relocation Support: If a partner is reassigned to a new military base within the UK, Umbrella Bathrooms Ltd will make every effort to accommodate a transfer to a local branch or transition the employee to a permanent remote-working model where feasible.