



## Reserve Forces

Here's how we'll support you as a reservist  
and then continue to support you if you're  
called up to active duty

We recognise our colleagues who are members of the Armed Forces including regular and volunteer Reservists and the time, commitment and sacrifice they make to carry out their duties. This policy covers what you need to know about the support offered to armed forces reservists and how we support those who train regularly or may be mobilised. It will outline what additional leave is available for annual commitments, notification and mobilisation requirements and our commitment to support our colleagues who choose to be a reservist for the armed forces.

### Forces included in this policy

M&G is happy to support the UK's volunteer reserve forces which are made up of civilians prepared to accept an annual training commitment and a liability to be called up for service. The Reserve Armed Forces include:

- Royal Navy Reserve
- Royal Marines Reserve
- Royal Auxiliary Airforce
- Army Reserve

### Reserve status notification

You must inform M&G that you are a member of the Reserve Armed Forces and the specific force to which you belong. You should also grant the Ministry of Defence (MoD) permission to write directly to M&G. This is called the "Employer Notification" and ensures M&G is made aware of your reservist membership and your applicable rights and obligations.

### Training commitments and time off

As a member of the Reserve Armed Forces, you are entitled to 10 continuous days paid leave per year to attend your reservist training. This is in addition to your annual leave entitlement. You should notify your line manager of your training commitments and give as much notice as you can.

If you are part of a reserve force that carries a higher annual commitment and may require further time off, this may be granted as paid or unpaid leave at your line manager's discretion.

### Mobilisation

This is the process of calling a member of the Reserved Armed Forces up to full time active duty. The length of your mobilisation will depend on the nature of the operation and could range from 2 weeks up to a maximum of 12 months. In most cases reservists would get 28 days' notice prior to mobilisation, however this may vary depending on the duration of the mobilisation.

### Exemptions and deferrals

In exceptional circumstances M&G may seek an exemption or deferral to your mobilisation if we consider your absence to be seriously harmful to our service delivery. Any exemption must be applied for within 7 days of your mobilisation notification. You also have the right to apply for an exemption or deferral for personal reasons. There is an appeals process available for any exemption and deferral applications. The appeal will normally be held by an independent manager with a note taker if required.

### Your pay and benefits during mobilisation

For the duration of your mobilisation you will receive a daily rate payable by the MoD for your reservist role. If your M&G salary is higher than the Reservist daily rate, the MoD will pay the difference in addition to the Reservists daily rate for the period of mobilisation. This is to ensure you are not at a financial loss in carrying out your Military service. You will also continue to be eligible for any discretionary bonus associated with your role, and you will continue to accrue holidays whilst mobilised.

With regards to your private medical insurance, critical illness and death in service benefits, we will review your eligibility for these benefits at the time of your mobilisation. This is so that we can make decisions in line with the terms and conditions set by the insurers at the time.

Your company pension contributions will also continue and your period of mobilisation will count towards your continuous service.

### Returning after mobilisation

After your period of active service, you will be demobilised. M&G will support you in your reintegration back to work and will put in place the required reasonable adjustments to facilitate a safe return to work following your active duty. Furthermore, we recognise the experiences you may have faced may place you under additional strain and we encourage you to speak to your manager about what support or resources we can put in place to support you during these times.

Providing you return to M&G within 6 months of being demobilised we will endeavour, wherever possible, to place you back into your previous role. If you return to M&G more than 6 months after your demobilisation, we will seek to find a suitable alternative role for you.

*Please note, this policy reflects the current position under any relevant UK law. Should the law change, then this policy may change to reflect that. The policy is non-contractual and may be amended at any time. It applies to all UK M&G plc employees.*