



The Armed Forces Covenant

Capita plc

We, the undersigned, commit to honour the Armed Forces Covenant and support the Armed Forces Community. We recognise the value Serving Personnel, both Regular and Reservists, Veterans and military families contribute to our business and our country.

Signed on behalf of Capita plc

Signed:

Name:

Andy Parker

Position Held:

Chief Executive

Date:

22 June 2016

CAPITA



Ministry
of Defence

The Armed Forces Covenant

An Enduring Covenant Between

The People of the United Kingdom
Her Majesty's Government

– and –

All those who serve or have served in the Armed Forces of the Crown

And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, 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.

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.

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.

Section 1: Principles Of The Armed Forces Covenant

1.1 We, Capita plc, 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.*

Section 2: Demonstrating our Commitment

2.1 Capita plc recognises the value serving personnel, reservists, veterans and military families bring to our business. We will seek to uphold the principles of the Armed Forces Covenant, by:

- h seeking to support our employees who choose to be members of the Voluntary Reserve Forces (VRF), by offering up to 10 days paid special leave per year to complete training commitments, accommodating their training and deployment where possible
- h endeavouring to offer a degree of flexibility in granting leave for Service partners before, during and after a partner's deployment, looking at requests sympathetically
- h providing an internal Capita network for ex-military and serving Reservist employees
- h striving to support the employment of ex-Service personnel, veterans and military families. For example:
 - h where our operations may have a Service focus
 - h where our operations are in close proximity to a MoD location
 - h by working with organisations such as SaluteMyJob.
- h offering employees the opportunity to support charities associated with the Armed Forces through our Group volunteering and matched funding schemes
- h publicising Armed Forces Day and Reserves Day on our company intranet and supporting regional activities where appropriate
- h issuing specific guidance on our intranet for employees who are serving in any of the VRF and outlining company policy in the managers guide
- h promoting the fact that we are an armed forces-friendly organisation through communicating our support from the Capita Board across the entire Group
- h detailing our commitment to the Armed Forces Covenant on our corporate website www.capita.com and our corporate intranet
- h displaying the Armed Forces Covenant logo on the relevant careers pages of our recruitment websites.

2.2 We will publicise these commitments through our Corporate literature, our Managers Guides and on our Corporate Intranet and website, setting out how we will seek to honour them and inviting feedback from the Service community.