



## Sample citations and tips on writing your nomination

**Provide specific examples of how this organisation encourages other organisations to support Defence and the Armed Forces community.**

Example content: Supportive of Armed Forces Day and Reserves Day by promoting through internal and external communications, descriptions of Armed Forces friendly events and the outcomes of what these events have achieved; how the organisation promoted support to Defence personnel issues through communications; demonstrate proactive steps/activity to encourage supply chains to sign the AFC and support the employment of Veterans and Service Leavers by offering an internal mentor/adviser to aid their transition into the civilian workforce; describe the personalized level of support to service personnel during recruitment, how the organisation advocates on behalf of Defence.

- Proactively contributes at a national level to events that promote Reservists and partnering with Defence.
- Hosts workplace recruitment events and invite other employers to participate.
- Targeted interactions with other large companies to promote support at a national level.
- Supporting Reserves Day, allowing Reservists and Cadet Instructors to wear uniform to work.
- Promotes and participates in Armed Forces Day campaigns with social media posts and press notices.
- Encourage the supply chain (where applicable) and appropriate, to sign the Armed Forces Covenant.
- Run internal communication campaigns which raise awareness of the Armed Forces.
- Internal military networks used to share stories and activities through internal communications.
- Encourages employees to use the Armed Forces Covenant and Employer Recognition Scheme logos on their email signatures.
- Contributed and published a number of newsletters and articles to highlight the importance and benefits of utilising military skills.
- Nominated an Armed Forces Lead within the organisation, to promote the values of employing Reservists, Veterans, WIS and military spouses.

- Promote the values of employing Reservists and Veterans, by speaking at events and through communications campaigns.
- Work collaboratively with other industry military networks.
- Actively promote the value of recruiting from the Armed Forces to other HR leaders through articles featured in external HR community publications.
- At an organised level, provide the best opportunities to Service Leavers and Reservists etc.
- Support the employment of Veterans and Service Leavers by offering an internal mentor/adviser, to aid their transition into the civilian workforce.
- Adjust online HR forms, helping military applicants self-identify.

**Any other information regarding Reservists. (Only the first 500 words will be considered).**

- Offers special consideration for leave before a Reservist employee is deployed and when they return home, allowing them extra time to spend with their family.
- Established Reservist Ambassadors to provide advice and guidance for other Reservists within the company.
- Dedicated community page on the internal network where Reservists from across the company can connect and communicate with each other.
- An additional 2 days leave for supporting military events.
- Provide an intranet system which includes a page dedicated to Reservists within the organisation.
- Partnership with Reservist units.

**Any other information regarding Cadet Force Adult Volunteer employees? (Only the first 500 words will be considered).**

- Provides the opportunity for Cadet Forces to get early experience of working with industry.
- Actively promote volunteering. Supportive to cadet leaders and ensure they are able to fulfill their cadet commitments.
- Build relationships and support for individual cadet units.

**Any other information regarding Veterans, Service Leavers and the Wounded, Injured and Sick (Only the first 500 words will be considered).**

- Recognise that work experience opportunities play an important part in supporting the employment of Service Leavers.
- Offer work experience to provide first-hand sector experience for Military Veterans.
- Offering placements incorporating mentoring and training.
- Provide a tailored level of support to service personnel during recruitment.
- Assessments are tailored to recognise and appreciate previous military skills and experience.
- If criteria is met, all Veterans receive a guaranteed interview.
- Actively work with the Career Transition Partnership to employ service leavers and attend career fairs.

- Spend time educating clients about the Ex-Forces programme and the benefits of hiring former servicemen and women.

**Any other information regarding spouses (Only the first 500 words will be considered)**

- Access to 24 hour helpline to provide third party support.
- In line with the HR Special Leave Policy, offers flexibility for spouses and partners to take time off during a partner's deployment, injury or bereavement.
- If criteria is met, offer a guaranteed interview for spouses or partners.
- Engaged and sign posted a number of spouses to service charities.
- Special paid leave for employees who are bereaved through the loss of a member of the Armed Forces.
- Offer opportunities for forces families to gain qualifications, whilst they are working.

**Provide any further examples of how this organisation supports Defence and the Armed Forces community (only your first 250 words will be considered).**

- Encourages employee involvement in military led events.
- Offer discounts to serving personnel, Veterans and spouses/including widows, Reservists etc.
- Sponsor a number of military spouses.
- Maintains contact with families of Reservists (spouses) who have been deployed on operations.

**Add any comments that you feel would help strengthen your nomination (only your first 250 words will be considered).**

*Reservist within the organisation:* "As a Reservist, I appreciate the flexibility that my employer offers. Management are very keen to be as supportive as they can in terms of flexible working arrangements etc. The 10 days annual leave is of particular benefit as it lets me save my holiday for my family, which is very important to allow me to balance my home life with work and Reserve service".