



\_\_\_\_\_ IP Office Group Ltd \_\_\_\_\_

We, the undersigned,  
commit to honour the Armed Forces Covenant  
and support the Armed Forces Community.

We recognise the value Serving Personnel (Regular & Reserve),  
Cadets, Veterans, and military families contribute to our business  
and our country.

Signed: \_\_\_\_\_

A handwritten signature in blue ink, appearing to be "D. J. ...", written over a horizontal line.

Name: \_\_\_\_\_

\_\_\_\_\_

Position: \_\_\_\_\_

Director

Date: \_\_\_\_\_

16/04/2018

**IP Office Ltd**  
Business Communications

# 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 IP Office Group Ltd 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 IP Office Group Ltd 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:

- **promoting the fact that we are an armed forces-friendly organisation;**
  - *promoting our work, activities and events through our own digital & social media channels as well as working with the press*
  - *publishing our Covenant pledge on our website*
- **seeking to support the employment of veterans young and old:**
  - *welcoming applications from Veterans who meet the criteria in the job specification*
  - *recognising military skills and qualifications in our recruitment and selection process*
- **striving to support the employment of Service spouses and partners;**
  - *welcoming applications from spouses/partners who meet the criteria in the job specification*
  - *endeavouring to offer a degree of flexibility in granting leave for Service spouses and partners before, during and after a partner's deployment*
- **seeking to support our employees who choose to be members of the Reserve forces, including accommodating their training and deployment where possible;**
  - *up to 2 weeks per year of additional unpaid leave is available to attend annual training camps*
  - *accommodation of Reserve training commitments wherever possible*
  - *fully supporting and accommodating mobilised deployment of Reservist employees if required*

- **offering support to our local cadet units, either in our local community or in local schools, where possible;**
  - *up to 2 weeks per year of additional unpaid leave may be available to attend annual training camps and courses*
  - *accommodation of Cadet training commitments where possible*
  
- **additional commitments:**
  - *encourage and support employee fundraising for Service Charities*

2.2 We will publicise these commitments through our literature and/or on our website, setting out how we will seek to honour them and inviting feedback from the Service community and our customers on how we are doing.