

RWE

RESERVE FORCES POLICY



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Reserve Forces Policy

Company commitment

The Company supports its people who are members of the reserve forces and is signed up to the Armed Forces Corporate Covenant publicly expressing its support for the armed forces. This document provides information on what support is available to reservists and provides guidance for managers on how to provide this support.

We understand that our people who are members of the reserve forces will have an ongoing obligation to attend training to maintain their skills as a reservist, and may be required to take an extended break from work if called-up into full time service. We also recognise the additional skills and experiences that being a reservist can bring to our people and the Company.

The Company is committed to supporting reservists with a reasonable level of paid time-off for their training, up to 2 weeks of paid leave per annum. We will also ensure a smooth transition for our reservists who are mobilised (or 'called-up') into full time service in line with this policy.

What are the reserve forces?

The reserve forces are:

- Royal Navy Reserves
- Royal Marine Reserves
- Army Reserves
- Royal Air Force Reserves
- Special Forces Reserves
- Cadet Forces

What are reservists?

There are two type of reservist:

- Volunteer Reservists - civilians recruited into one of the reserve forces.
- Regular Reservists - ex-regular servicemen who may retain a liability to be mobilised (or 'called-up') depending on how long they have served in the armed forces.

What training are reservists committed to?

Reservists are typically committed to 24 – 40 days training per year which take place:

One evening per week

Over various weekends

On an annual 2-week training course

What is reservist mobilisation?

Mobilisation (also referred to as call-up) is the process of calling-up Reservists into full time service with the Regular Forces to make them available for military operations.

The period of mobilisation is typically no longer than 12 months.

Supporting Reservists

Responsibilities of Reservists

If you are a reservist, or considering becoming a reservist please:

- Make sure you let your manager know you are a member of the reserve forces so they know what support you might need for time-off.
- Remember you can request to take up to two weeks of paid leave every year to support your training with the reserve forces.
- Provide as much notice as possible to your manager when you do need to take time-off for training.
- Provide as much notice as possible to your manager if you know there is a future requirement for mobilization.

Requesting time-off for training

If you need to take time-off for reservist training make your request to your line manager detailing how long you need and when you need to take the time-off.

You may be asked to provide the Company with evidence of the training requirement.

Approving time-off for training

As a manager, to approve an employee's request for time-off for reservist training you will need to complete a **SAP HR Special & Other Leave Form** via **MSS**.

The Company is committed to providing support to employees who are reservists and they have a statutory right to take time-off for reservist training so this mustn't be unreasonably refused.

It is advisable to keep a record of how much time-off an employee has taken for reservist training to ensure a reasonable level is being taken per year.

Mobilisation of Reservists

Notice of call-up

Wherever possible at least 28 days' notice will be provided by the reserve forces when calling-up a reservist. However, there is no statutory requirement for a warning period prior to call-up. The reserve forces will write to the reservist's line manager providing them with the call-out date and the anticipated timeline. This is known as the 'call out notice' and 'call out pack'.

What happens when a Reservist is called-up?

When a reservist is called-up there are 3 distinct phases which make-up their time away from work:

- Medical and pre-deployment training
- Operational tour
- Post-operational tour leave

Can the employee refuse to be called-up?

The employee has the same right as to the Company to apply for exemption, deferral or revocation if the mobilisation comes at a difficult time for them.

Can the company refuse to allow the Reservist to be called-up?

In all cases the Company must allow a reservist to be called-up unless the absence of the reservist at work would cause considerable harm to the Company.

'Harm' may include, but is not limited to:

- Loss of reputation, good will or other financial harm
- Harm to the ability to produce goods or provide services
- Harm to the research and development of new products, services or process

Process for refusing call-up

If a line manager does consider that a reservist's absence would cause harm to the Company they can apply to seek exemption, deferral or revocation (the detailed process to follow is provided in the call out pack sent to the manager).

To do so they must:

- Make their application to the reserve forces adjudication officer within 7 days of receiving the call out notice (permission may be obtained from the adjudication officer to make a late request).
- If the adjudication officer refuses the Company's application for exemption, deferral or revocation, the line manager can appeal this decision.
- The adjudication officer's decision is final and if rejected again following appeal the Company will be required to release the reservist for mobilisation.

The Call-Up Process

What do I do when I receive a call out notice?

As the manager of a reservist, and providing that you do not wish to apply for exemption, deferral or revocation of their mobilisation, you need to follow the below steps:

- Complete the consent form in the call out pack received from the reserve forces.
- Take a copy of the consent form and send it to the RWE Generation HR Operations Team using a **HR Query Form** to notify them of the employee's upcoming mobilisation.

Meet with your employee to discuss their mobilisation and ensure that:

- They are aware of their rights and obligations under this policy.
- They understand what pay and benefits will be paid to them during their mobilisation.
- Arrangements are in place for an appropriate handover of work and equipment.
- You have confirmed keeping in touch arrangements to allow for a smooth transition back to work at the end of their mobilisation.
- Complete the **SAP HR Special & Other Leave Form** to confirm the employee's leave dates to the RWE Generation HR Operations Team.

During the period of call-up the employee's contract of employment is suspended and the reserve forces assume responsibility for the employee's remuneration.

Terms and Conditions During Mobilisation

During mobilisation the employee's contract of employment is suspended so they will not receive any pay or benefits from the Company. The following sections provide guidance for managers and employees on how each of the employee's key terms and conditions are managed during mobilisation.

Pay

The Reserve Forces assume responsibility for the employee's pay during mobilisation.

If pay received from the Reserve Forces is less than the employee would have earned had they remained at work for the same period, the employee must apply to the Reserve Forces for a 'Reservist Award' so they do not suffer any loss of earnings.

Benefits

The Reserve Forces assume responsibility for any contractual benefits the employee is entitled to (e.g. healthcare, life insurance or car allowance).

The employee must apply to the Reserve Forces for a 'Reservist Award' to include any contractual benefits they would have received had they remained at work for the same period.

Annual leave

Employees will not accrue any annual leave entitlement with the Company during call-up, as their contract is suspended. However, they will accrue annual leave entitlement with the armed forces while in full-time service during call-up.

This accrued leave will be taken during the period of 'post-operational leave' during which the employee will continue to be paid by the reserve forces.

Sick pay

Should a reservist become sick or injured during mobilisation they will be covered by the Defence Medical Services and any financial assistance will continue to be received (including pay) from the reserve forces until the reservist is demobilised. If the sickness or injury continues and this results in

early demobilisation, the reservist will remain covered by the reserve forces until the last day of paid military service.

Once the employee is due to return to work for the Company they will be covered by the Company's **Sickness Absence Policy**.

Pensions

If the reservist is a member of the Company pension scheme they should seek advice from the RWE Generation HR Operations Team and the Company's Third Party Pensions Administrator on how to manage their contributions during and after their mobilisation.

If the employee chooses to make-up their missed pensions contributions for the period of mobilisation, the reserve forces will make the employer contributions for the same period.

Continuity of service

Although the contract of employment is suspended, when the employee returns to work after mobilisation their period of service prior to and after mobilisation will be joined together and treated as continuous.

The call-up period itself doesn't count towards continuous service.

Redundancy

A reservist's employment cannot be terminated on the grounds of their military duties or requirement to be mobilised.

In the event that a reservist's role is redundant when they return from mobilisation they should be treated in the same way as any other employee who has remained at work, and any redundancy selection criteria must not discriminate against the reservist on the grounds of their military duties or requirement to be mobilised.

Return to Work After Mobilisation

Returning to work

The Reserve Forces (Safeguarding of Employment Act) 1985 sets out the obligations of the Company and of employees who are reservists in relation to the return to work process following mobilisation. These are set out below.

Employee responsibilities

At the end of a period of mobilisation as an employee who is a reservist you must follow the below steps to ensure a smooth return to work:

- Contact your line manager informally to discuss your return to work at the earliest opportunity.
- Write to your line manager by the 3rd Monday after your last day of military service making your formal request to return to work.
- Suggest a return to work date in your written request which must be within 6 weeks of your last day of full-time military service (including any period of post operational leave).
- If, following the offer a role from the Company, you do not believe it is a suitable alternative to the role you were performing prior to mobilisation; you can make an application to a Reinstatement Committee for assessment (the detailed process to follow is provided in the call out pack sent to the employee).

Manager responsibilities

As the manager of an employee who is a reservist and returning from a period of mobilisation you must follow the below steps to ensure their transition back to work is smooth and they are adequately supported:

- Reinstatement the employee to their previous role, or a suitable alternative role, on the same terms and conditions as they enjoyed prior to mobilisation.

- Ensure the employee's return to work date is within 6 weeks of their last day of full-time military service.
- Contact the RWE Generation HR Operations Team to confirm the employee's return to work date.
- Ensure the employee returns to work for a minimum period of 13, 26 or 52 weeks depending on their length of service prior to mobilisation (if they don't, they will lose their right to return to work with the Company).
- Update the employee on any changes or developments in the Company.
- Provide the reservist with any refresher training required to familiarise themselves with processes and procedures in the workplace.
- Grant requests for reasonable time-off work for therapeutic treatment if required.

Financial Assistance from the Reserve Forces

Financial assistance

The Reserve Forces (Safeguarding of Employment Act) 1985 sets out the right of the Company to apply for financial assistance from the reserve forces in the event of an employee being mobilised. The awards available are set out in the following.

One-off costs

Agency fees if a recruitment or employment agency is used to find a temporary replacement for the reservist during their period of mobilisation.

There is no financial cap on claims for one-off costs but they must be supported by relevant documentation which provides evidence of the cost incurred.

Recurring costs

Costs of temporary replacement (by the amount that such costs exceed the earnings of the reservist).

Overtime costs if other employees work overtime to cover the work of the reservist (by the amount that such costs exceed the earnings of the reservist).

Claims can be made for every normal working day that the reservist is away on military service.

There is a financial cap on claims for recurring costs of £110 per day and £40,000 per year.

Training costs

If a reservist has to undertake additional training as a direct result of their mobilisation (routine training excluded) then the Company can make an application for financial assistance with this.

When and how to claim costs

Applications for one-off and recurring costs must be made within 4 weeks of the end of the reservist's full-time military service.

Applications for training costs should be made in line with training requirements after the reservist has returned to work for the Company.

The detailed process to follow for claiming costs is provided in the call out pack sent to the manager.

Scope and Diversity

Scope

This document applies to employees in the following Group Companies in the UK:

- RWE Renewables Management UK Ltd

Where the 'Company' is referred to in this document it means any one of the above Companies.

The Company will from time to time review this policy and reserves the right to make and implement changes that it considers necessary or to reflect changes in governing legislation. This policy is non-contractual and does not form part of an employee's contract of employment.

Associated documents

All associated **policies, guidelines, templates** and **forms** mentioned in this document are highlighted and unless specified otherwise are available from the HR Portal.

A note on modern slavery

We are committed to preventing slavery and human trafficking in its corporate activities, and to ensuring that its supply chains are free from slavery and human trafficking. The Company's processes and practices comply with the RWE Code of Conduct which adopts the core values of the United Nations Global Compact and includes the elimination of all forms of forced and compulsory labour, and the effective abolition of child labour. The Company uses only reputable employment agencies that have been through a robust selection process to source labour and always verifies the practices of any new agency it is using before accepting workers from that agency.

A note on diversity and inclusion

We are committed to Diversity and Inclusion. This commitment means that all prospective and current employees will be treated equally and fairly without regard to age, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, sexual orientation, trade union or, where not relevant to the job status, ex-offenders.

Staff with disabilities will receive fair treatment and are considered on their ability to do the job following implementation of reasonable adjustments to their role or workplace where appropriate.