



Procurement Policy Note – Armed Forces Covenant

Information Note 06/16 25 June 2016

Issue:

The Armed Forces Covenant is a public sector pledge from Government, businesses, charities and organisations to demonstrate their support for the armed forces community. This PPN sets out guidance on how departments can encourage suppliers to sign the Covenant.

Dissemination and Scope:

The contents of this PPN apply to all Central Government Departments, their Executive Agencies and Non Departmental Public Bodies. Together these are referred to in this PPN as ‘In-Scope Organisations’. Please circulate this PPN within your organisation, drawing it to the attention of those with a purchasing role.

Timing:

In-scope organisations should apply the provisions of this Information Note with immediate effect.

To Note for Information:

Departments should be aware of the Armed Forces Covenant and of Government’s desire to encourage communities, charities and businesses to sign it. They should consider encouraging suppliers to sign the Covenant by including the text at Annex A in their Invitation to Tender documents.

Background:

The [Armed Forces Covenant](#) is a public sector pledge from Government, businesses, charities and organisations to demonstrate their support for the armed forces community. The Covenant was brought in under the Armed Forces Act 2011 to recognise that the whole nation has a moral obligation to redress the disadvantages the armed forces community face in comparison to other citizens, and recognise sacrifices made.

The Covenant’s 2 key principles are that:

- the armed forces community should not face disadvantages when 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.

The Covenant seeks for organisations to uphold the principles via a number of further values (See Annex A).

Businesses and charitable organisations who wish to demonstrate their support for the Armed Forces community can sign the Covenant. Organisations can make a range of written and publicised promises to set out their support to members of the Armed Forces community who work in their business or access their products and services. The level of support will depend on the size and nature of the organisation, but

typically includes policies that: encourage reserve service; support employment of veterans and service spouses/partners; give the Armed Forces community a fair deal on commercial products and services. More than 800 businesses and charities have signed an Armed Forces Covenant, and that number continues to grow. Government wants to encourage this.

Contact:

Enquiries about this PPN should be directed to the Crown Commercial Service Helpdesk (telephone 0345 410 2222, email info@crowncommercial.gov.uk).

ANNEX A
Text for inclusion in ITTs

1. The Armed Forces Covenant is a public sector pledge from Government, businesses, charities and organisations to demonstrate their support for the armed forces community. The Covenant was brought in under the Armed Forces Act 2011 to recognise that the whole nation has a moral obligation to redress the disadvantages the armed forces community face in comparison to other citizens, and recognise sacrifices made.

2. The Covenant's 2 principles are that:
 - the armed forces community should not face disadvantages when 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.

The Authority encourages all Tenderers, and their suppliers, to sign the Corporate Covenant, declaring their support for the Armed Forces community by displaying the values and behaviours set out therein.

3. Guidance on the various ways you can demonstrate your support through the Corporate Covenant is at [The Corporate Covenant](#).

4. If you wish to register your support you can provide a point of contact for your company on this issue to the Armed Forces Covenant Team at the address below, so that the MOD can alert you to any events or initiatives in which you may wish to participate. The Covenant Team can also provide any information you require in addition to that included on the website.

Email address: covenant-mailbox@mod.uk

Address: Armed Forces Covenant Team

Zone D, 6th Floor, Ministry of Defence,

Main Building, Whitehall, London, SW1A 2HB

5. Paragraphs 1 – 4 above are not a condition of working with the Authority now or in the future, nor will this issue form any part of the tender evaluation, contract award procedure or any resulting contract. However, the Authority very much hopes you will want to provide your support.

The Corporate Covenant:

Section 1: Principles of the Armed Forces Covenant

- 1.1 We **Company XYZ** 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

1 **Company XYZ** recognises the value serving personnel, reservists, veterans and military families bring to our business. We (**Company XYZ**) will seek to uphold the principles of the Armed Forces Covenant, by:

- *promoting the fact that we are an armed forces-friendly organisation;*
 - *seeking to support the employment of veterans young and old and working with the Career Transition Partnership (CTP), in order to establish a tailored employment pathway for Service Leavers;*
 - *striving to support the employment of Service spouses and partners;*
 - *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 by accommodating their training and deployment where possible;*
 - *offering support to our local cadet units, either in our local community or in local schools, where possible;*
 - *aiming to actively participate in Armed Forces Day;*
 - *offering a discount to members of the Armed Forces Community;*
 - *any additional commitments **XYZ** could make (based on local circumstances).*
 - ***[You are encouraged to sign up to as many of the above as appropriate to your business. Please amend to provide details of how you intend to meet each commitment.]***
- 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. ***[Amended as appropriate for your business.]***