

ADEPT

CIVIL AND STRUCTURAL CONSULTING ENGINEERS



EMPLOYEE BENEFITS

www.adeptcsce.com

 ENGINEERING
BETTER
TOGETHER

Introduction

We know that a happy workforce leads to increased morale, productivity, and efficiency. Our culture is based on being staff focused and we genuinely believe in the benefits of providing a pleasant environment where staff are respected, supported and given opportunities to better themselves.

This brochure details the benefits we provide that are available to our staff. We aim to listen to staff and continually look to review our offer and consider further opportunities to improve our benefits package.

ABOUT US

Adept Consulting Engineers Ltd was founded in January 2007 by business partners Erol Erturan, Richard Parker and Matthew Ramsden, who work to engineer better together using BIM.

Our clients choose us because of our reputation as a customer focused personal and responsive company that employs the best staff who use the latest technology to deliver the best value service on time.

We have a loyal client base and almost 80% of our work is generated from repeat business.

We work within a wide range of sectors, including:

- **Commercial**
- **Distribution**
- **Education**
- **Energy**
- **Extra Care**
- **Food Processing**
- **Health**
- **Hotel & Leisure**
- **Listed buildings**
- **Residential**
- **Retail**
- **Warehousing**

Family friendly focus

In addition to your employee entitlements, we are committed to providing equality of opportunity in employment and developing work practices that support work-life balance.

ANNUAL LEAVE

Holidays and spending time with friends and family is something we encourage and we recognise the importance of taking a well deserved break from work.

The holiday year is from 1st January to 31st December each year. On initial employment, staff are entitled to 22 days of annual leave per year, in addition to bank holidays (or the pro-rata equivalent).

Additional holiday days can be accrued at a rate of one day per year, up to accruing a maximum 25, with an additional day for every 5 years' service.

We also offer a scheme where employees can buy and sell up to 5 days holiday each year.

HYBRID WORKING

Office working encourages collaborative working, shared learning and social interaction, but we understand that flexibility better meets everyone's needs.

Our hybrid working policy enables staff to discuss and implement an informal flexible working arrangement which allows staff to split working time between the workplace and an agreed remote working location, such as at home.

FLEXIBLE WORKING

Our flexible working policy allows employees to discuss different approaches, such as:

- Reduction to work hours
- Variation to working days
- Working flexi-time

OVERTIME

Overtime is payable to posts which have been specifically designated as qualifying for overtime payment.

For overtime accrued during the working week employees will receive 1.25 times their rate of pay and for overtime accrued on a weekend this increases to 1.5 times their rate of pay. Please note these rates may be subject to change.

SICKNESS ABSENCE

Sickness absence can vary from short intermittent periods of ill-health to a continuous period of long-term absence. We will endeavour to support you through such circumstances. Details of your sick pay entitlement will be detailed in your contract.



Healthcare and pension

PRIVATE HEALTHCARE

We offer a private healthcare cash plan with WPA. The Cash Plan is an annual contract of insurance which all employees are eligible to access to receive a cash benefit after receiving eligible treatments covered within the plan.

The plan covers a wide range of specialist and therapist treatments. Depending on the treatment or service accessed you could receive full or partial reimbursement for the healthcare provided.

Treatments and services covered within the cash plan include:

- Optical treatment
- General Dental Treatment
- Dental Emergencies
- Therapy
- Specialist consultations
- GP Services/Fees
- Scans and Screens
- Prescription charges

The scheme membership also includes:

- £20 Specsavers voucher
- 20% off most Nuffield Health gyms
- 10% off at Spabreaks.com

WELLBEING AND MENTAL HEALTH SUPPORT

We take mental and physical wellbeing seriously. We endeavour to create an environment where staff can discuss their mental health and any concerns they may have.

Professional support is available for employees through a 24/7 telephone service with Mindful Employer. They provide a Staff Helpline and a Managerial Adviceline for independent and confidential support from trained experts.

A similar service is also available in the Employee Assistance Programme (EAP), part of the WPA private healthcare plan. Services include:

- Wellbeing and health information
- Telephone counselling
- Debt and money information and support
- Legal information
- Manager support

To ensure the safety and wellbeing of staff, we currently have three Level 4 first aid trained and five Level 3 trained members of staff.

PENSION SCHEME

Employees will automatically be enrolled into a workplace pension scheme with Royal London (subject to eligibility). Under this pension scheme with Royal London we will make a 4% pension contribution*. Employees are required to make a 5% contribution, based on earnings.

*4% contribution only applies if joining the Adept pension scheme.



Social events and volunteering

We truly believe that healthy workplaces influence the physical and mental wellbeing of staff and social activities play a key role in sustaining a positive workforce. We organise a variety of socials and monthly team get-togethers, allocating £300 per staff member to our Social Committee annually.

SOCIAL EVENTS

Our Social Committee organise and run several fully funded social events every year. Previous events include:

- an American pool tournament
- a bowling tournament
- a Krypton Factor Challenge
- a virtual golf tournament
- a bingo event
- a casino night out
- monthly sponsored pub outings
- Christmas party

Each year we organise a team building weekend away. Previous trips have included Liverpool and Newcastle, inclusive of accommodation, travel, food and drink, and activities.

SOCIAL VALUE

'Engineering Ethics', our Corporate Social Responsibility and ethics logo, embodies our commitment to making a positive difference to communities and the environment.

We have taken part in several charitable events over the years, to raise money for different charities, including:

- Yorkshire 3 Peaks
- York Cycling 100km Route
- Windermere 20 Challenge
- Tough Mudder

All Adept staff are provided with two days paid volunteering leave per annum.

Staff have previously spent two days volunteering with The Friends of Ilkley Moor, carrying out a range of woodland conservation tasks, including litter picking, bracken control, footpath restoration, wild plant clearing and monitoring campfires. Volunteering days have also been dedicated to Lineham Farm Children's Centre in Leeds, who enhance the lives of local children.



Training and Continuing Professional Development

Training and development opportunities are available to all Adept staff. We are committed to providing access to training to ensure employees at all levels receive adequate training to further their personal Continuing Professional Development.

We invest in training programmes and tailored courses for our staff, to help them develop and progress in their career. Appraisals are carried out annually, which provides employees with an opportunity to establish their requirements for additional training.

APPRENTICESHIP SCHEME

We run a successful Apprenticeship programme, employing students from Leeds College of Building and Barnsley College. We also support those working towards Degree Apprenticeships, with staff previously attending programmes at Leeds Beckett University and UCLan.

Every year new apprentices are recruited and developed, enabling them to learn and thrive. We are proud of our ability to support the engineers of tomorrow and have employed at least one apprentice every year since 2008.

We have also supported members of staff pursue their engineering qualifications part-time through the Open University.

PROFESSIONAL BODY MEMBERSHIP

We will cover the membership fee for relevant professional bodies including IStructE and ICE and fund any relevant training or chartership opportunities.

ICE TRAINING SCHEME

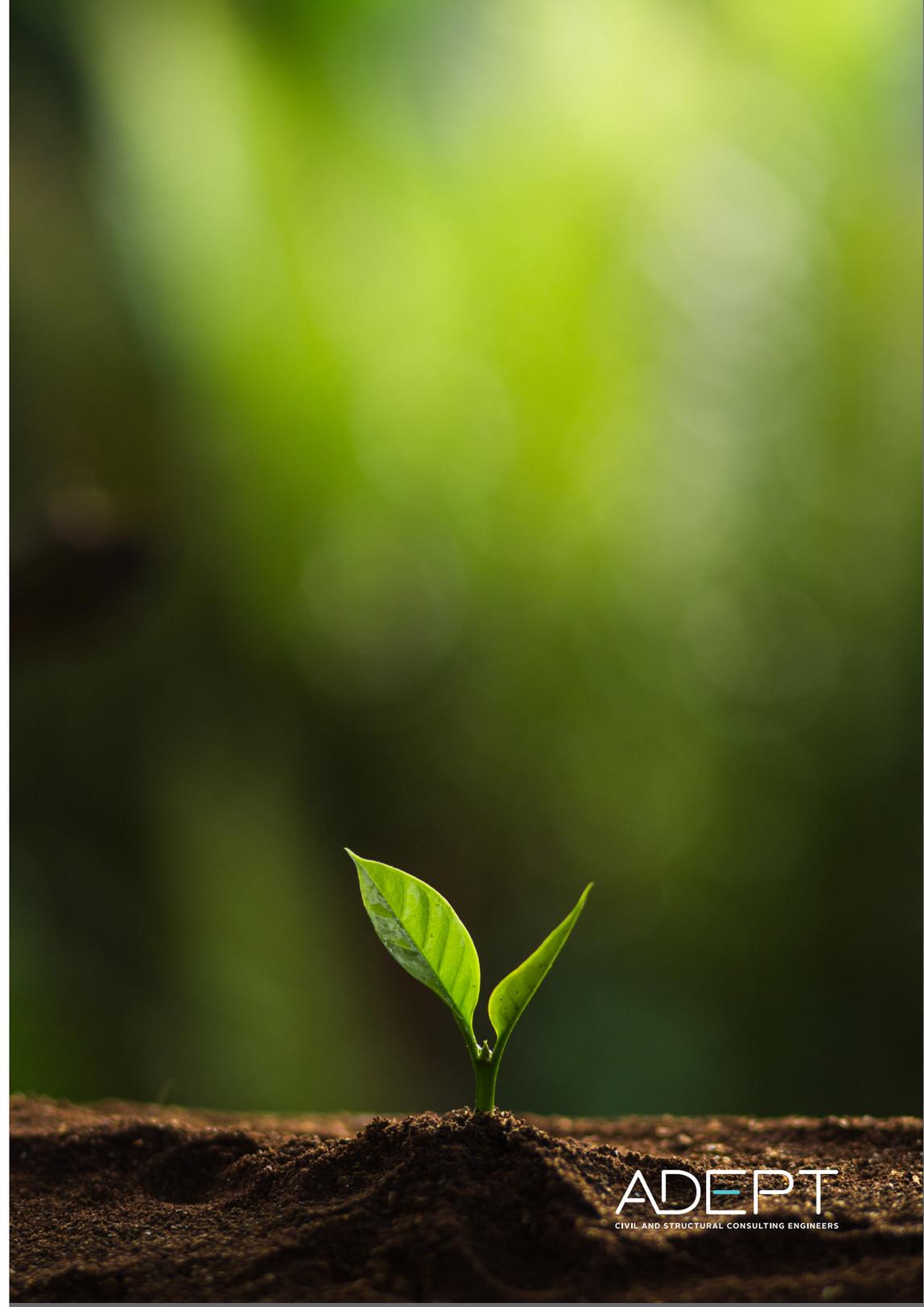
We have a formal ICE training scheme in place. We encourage all our staff to achieve ICE and IStructE qualifications and offer financial support for the exams and subscriptions as well as support and supervision required.

MANAGEMENT TRAINING

Management training is offered through several professional organisations and business mentors who we have developed strong relationships with over the years. We draw upon their qualified experience to reflect on our methods and guide our business development strategy forward.

ONLINE LEARNING

We subscribe to LinkedIn Learning, which provides access to a variety of online training programmes.





Additional benefits

- Free parking is available at our Leeds office
- On your birthday you will receive a £100 bonus
- Bike to work scheme where you can purchase a bike worth up to £1,000
- Fruit hamper, cereal, tea and coffee are provided in the office
- Every Friday we order breakfast sandwiches
- Phone allowance for senior staff
- Subsidised gym membership
- Costco membership available
- Branded workwear and water bottle



Build your future with us

For further information, please get in touch:

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Adept is an Equal Opportunities Employer

