

Employment Policy

Aims and Objectives

To ensure that all staff employed by **Haysom Ward Miller** feel they have a fulfilling working life, and are fully supported in their endeavours.

To encourage them to have a healthy work-life balance.

To be open to feedback and comment and make improvements to the Practice where opportunities are identified.

To keep staff informed of changes and developments in the Practice.

Equal Opportunities

Haysom Ward Miller is guided by the Principle that there should be no discrimination on the basis of origin, race, religious or ethnic background, disability, age, gender or sexual orientation.

This is strongly considered in all recruitment, selection and promotion of staff.

RIBA resource -

www.architecture.com/Educationandcareers/CPD/EqualOpportunities/EqualityandDiversity.aspx

Students

Haysom Ward Miller will endeavour to support students, trainees and work experience candidates, offering guidance, experience and training. They will be assigned a mentor to ensure that their experience is varied and instructive, and their work makes a positive contribution to their education, through regular review.

Haysom Ward Miller will abide by the RIBA Professional experience regulations in their employment of students undergoing their Professional development.

RIBA Professional Experience regulations -

www.pedr.co.uk/textpage.asp?menu=4&sortorder=90&area=main

Employer's Guide to Professional experience -

www.pedr.co.uk/textpage.asp?pageno=24

CPD

Haysom Ward Miller will support qualified staff in their further education through CPD. Staff are responsible for identifying areas of study. Haysom Ward Miller will pay for 2 local CPD courses per year and give sufficient time off for attendance.

Haysom Ward Miller will also provide in-house CPD instruction through company seminars that bring in outside expertise, and through presentations between staff at regular project, material and technical reviews. Architectural magazines will be readily available within the practice, and technical matters will be routinely discussed during refreshment breaks.

Patrick Ward is the Partner responsible for review of areas of interest and co-ordination of these presentations. It is hoped that all staff will suggest suitable topics for study. Patrick Ward will perform an annual review to identify all training needs and provide a series of regular events to ensure that they are fulfilled.

Induction

All new employees to be introduced to the workings of the Practice by the Office Manager. They will be given a staff handbook containing their contract and office policies.

Entertainment and socialisation

There will be a morning coffee break and an afternoon tea break, which will each usually last about 20 minutes. It is helpful if staff can take it in turns to make tea/coffee. The office will provide alternative drink options for individual needs, providing the costs are not onerous.

An office lunch will take place about once a month. Partners and staff take turns to organise the food and drink provision. The cost of the lunch will be borne by office funds. Time will be allowed on that day for preparation. Participation and preparation are both voluntary.

A Christmas dinner will be held each December. If held at the home of a partner, the food and drink will generally be provided by all attending.

Office dress

Staff are expected to dress in a comfortable but smart way. Suits are not required. For site visits and surveys suitable safe, warm, comfortable clothes will be worn. Staff are expected to provide their own site safety boots with steel toe caps. Haysom Ward Miller will provide hard hats.

Office equipment

Haysom Ward Miller will provide tapes, sticks and digital survey equipment for surveys and a digital camera for site record and building photography.

Office environment

It is recognised that staff will need to ask questions of project leaders, but it is noted that regular disruption can lead to loss of concentration, lost work time and mistakes. Staff are therefore encouraged to use their discretion to gather any queries over a period and keep disturbance of others to a minimum, balancing this against their need to receive information to continue in their work.

There is no music played in the office

Haysom Ward Miller aims to have a relaxed, comfortable, happy office environment, but one that is also conducive to productive work.