

WAREHOUSE

Employee Benefits

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PENNINGTON ST WAREHOUSE



Why JTP?

Our success is wholly due to the effort and creative ability of the talented people who work at JTP. We place great importance on making our studio a stimulating and enjoyable place to work with the aim to achieve our mission:

“To be an independent and sustainably profitable design-led practice, specialising in architecture, masterplanning and placemaking with quality and the development of our people at the core of our strategy”.

This booklet outlines our employee benefits (both automatic and discretionary) how we work and what we have in place to ensure that your experience here is a rewarding one.

Our Core Principles

Each year we set out our Ethos and a number of Core Principles for the Practice. It is our aim to embed these principles in how we work and we look for all of our partners and employees to fully embrace these.

Ethos

Setting out a shared vision for Collaborative Placemaking our ethos is to be -

- Responsive through understanding the uniqueness, context, location and aspirations of each of our placemaking projects.
- Collaborative in engaging with local communities, stakeholders, clients and teams.
- Imaginative in creating sustainable places that add value for our clients, the local community and the environment.



Core Principles

Our 20 core principles determine the way we work –

- 1) Our goal is to create places that are socially, economically and environmentally sustainable. Places with a strong sense of identity where people feel they belong.
- 2) We approach our projects through a process of understanding, engaging and creating - which together we call Collaborative Placemaking. We put people at the heart of the creative process, unearthing the real needs of community, empowering stakeholders, creating goodwill, inspiring community spirit and building consensus. Together we build a vision that leads to places that are vibrant, valued and sustainable from the outset.
- 3) We will build on our well established reputation for collaborative planning and continue to develop innovative techniques for engaging the community and other stakeholders in the creative design process.
- 4) We aim to embed our charrette methodology in all projects and encourage all employees to work collaboratively in creating a shared vision.

We practise what we preach and will continue to take steps to create a sustainable and enjoyable working environment in line with our Environmental Sustainability policy.
- 5) We monitor our operational carbon footprint and continually seek to reduce our resource consumption, increase our recycling and reduce our waste sent to landfill. We ask every employee to commit to reducing their waste and carbon footprint to help us achieve these goals. We are committed to supporting local and small businesses and sourcing local suppliers.
- 6) We will seek to minimise the impact of our activities on the environment in line with our Environmental & Sustainability Policy and promote the principles of Healthy Placemaking in our projects. We have in place an Environmental Management System.

- 7) We are committed to the RIBA 2030 Climate Challenge and will work across all projects to deliver the ambitions of the plan. As signatories to the Architects Declare Climate and Biodiversity Emergency, we commit to working collaboratively within the industry to address the climate and biodiversity emergency and achieving the commitments of the Group.
- 8) We are committed to delivering the ambitions of the Wildlife Trust Nature Recovery Network in our projects and places to achieve ecological and net bio-diversity gain in our projects.
- 9) We are committed to the continued investment in time and technology to improve quality, efficiency and accuracy of our work and in turn deliver exceptional solutions to our clients. We have in place a Quality policy as part of our Quality Management System.
- 10) We provide and maintain a safe and healthy working environment in line with our Health & Safety Policy statement.
- 11) We offer stimulating and enjoyable work environments that foster open communication, knowledge sharing and creative team working. We uphold fair employment practices that encourage diversity, learning and employee engagement in line with our HR & Recruitment policies.
- 12) We are committed to equality of opportunity for all persons and actively encourage diversity, fairness and the respect of others at all times in line with our Equality Policy statement. We are committed to gender pay balance across the Practice with equal mean male and female pay for those with the same role and responsibilities. Our commitment to equality and diversity is set out in JTP's Equality, Diversity & Inclusion Charter and Action Plan. It is promoted by the HR team and Equality, Diversity & Inclusion Group.
- 13) We work in a non-hierarchical manner and encourage employees at all levels to take on greater degrees of responsibility.
- 14) We will conduct our business in a fair, open and honest way that attains high ethical, professional and legal standards and that is in line with our Anti-Bribery and Corruption policy.
- 15) We are committed to education and provide work experience, paid internships and bursaries for students interested in architecture, masterplanning and the community planning process. We continue to offer experience to disadvantaged and underrepresented school age children who are interested in our profession.
- 16) We strive to add Social Value through projects and practises creating long-term investments in people and communities.
- 17) We will support and donate time and a percentage of operating profit to charitable causes. We encourage and support employees undertaking sponsored events and volunteering.

We provide donations to a number of mental health charities, homelessness charities and charities aligned with ambitions relating Equality, Diversity and Inclusion for all persons.
- 18) We work in partnership with Blueprint for All offering bursaries, mentoring, work experience, access to software skills training and CV / portfolio workshops.
- 19) We are committed to the continuous development of our people and will support employees in identifying and meeting their development needs. We allocate an annual budget for the training and development of all employees and offer sponsorship and support to employees undertaking their examination in professional practice. We run a programme of structured training, professional support and knowledge sharing activities throughout the year.
- 20) We are committed to the design and delivery of Safe Buildings, particularly in relation to life safety and fire and we will ensure that all of our employees have the skills, knowledge and competency necessary to do so. We provide training, development and mentoring which forms part of our annual training and development programme and have an allocated budget to address this requirement.



What to expect ...

The following should give you an idea of what we offer at JTP plus some of the initiatives that are in place as part of our commitment to continual learning and creating a stimulating working environment.

How we work

Projects are carried out in small, multi-disciplinary teams to allow individuals greater involvement, design input and responsibility, as well as the opportunity to work collaboratively with highly experienced or specialised colleagues.

Our open plan studios are laid out to encourage communication, knowledge sharing, creative team working and provide study areas for quiet thinking.

We work in a non-hierarchical manner and encourage employees at all levels to take on a greater degree of responsibility.

We recognise that work / life balance is essential and that people need flexibility in their lives.

JTP provide flexibility for the times that it is required and will adopt an individualised approach to flexible working. We encourage everyone to aim for full time studio working, as per the contracted days, with the knowledge that working from home flexibility is available when required.

A flexi-time policy is in place whereby employees can choose to work staggered start and end times, provided that core hours are maintained. A full copy of our policy can be obtained upon request by emailing hr@jtp.co.uk

Revit Training

Many people arrive at JTP without any experience of Revit. To ensure that the transition to software is as smooth as possible we run a structured induction and learning programme, whereby all new starters receive:

- One to one training usually within 1 - 2 weeks of joining;
- Help, guidance and detailed knowledge of internal CAD/BIM standards from a designated in-house CAD/BIM mentor;
- Follow up training if required.

Part 1 & Part 2 Training

JTP works closely with Part 1 and Part 2 students to ensure that they receive an exceptional learning experience. To this effect we:

- Contribution of up to £3,600 towards course/exam fees for Part III qualification;
- Provide a mentoring programme to guide students through their Part 1/Part 3 studies and PEDR completion;
- Run a fortnightly Professional Training Group for students to learn and discuss relevant issues;
- Pay for PEDR sign-off fees.
- 10 days Study Leave for Part III training



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What to expect ...

As part of our commitment to training and development JTP runs a programme of structured training throughout the year. In addition to continuous professional development a particular emphasis is placed on the development of personal skills e.g. presentation, communication, time management and management development.

Personal Development

We take the personal development of all of our employees very seriously. To ensure that all staff achieve professional and personal development aims we have a structured review and appraisal process, whereby:

- All new starters have a formal review at 6 weeks, 3 months and 6 months;
- All staff meet with at least one partner for an annual appraisal.

As part of the appraisal process each member of staff works through a Professional Development Plan with at least one partner. The aim of the plan is to give a clear focus of personal rather than just purely project-related goals for the year ahead with a view to enabling staff to build on their respective strengths and identify areas of development.

We utilise an employee engagement platform to provide continuous feedback and for employees to progress their development aims throughout the year in preparation for annual appraisal.

Skills Sharing Session: Triple S

All employees are invited to attend our Skills Sharing Sessions which take place over breakfast on Friday mornings.

Triple S provides a forum for sharing expertise across the practice. Group sizes are kept purposefully small to encourage debate and each session brings a new theme to the table. Recent sessions have included "Mastering the art of masterplanning", "Watch your language: writing class", "Advanced Photoshop", "Excelling in Excel", and "Designing an apartment block".

The sessions have proven to be popular among all staff as an excellent way to share important skills and knowledge.

Soundbites

Each Monday we hold 'Soundbites', a lunchtime meeting which everyone is encouraged to attend. Focusing on continuous professional development, staff can learn and debate on a range of project and practice-wide issues over a locally sourced lunch provided by JTP. External speakers are also invited to present on subjects that are relevant to CPD.

Design Reviews

JTP's key ambition is to improve the quality of what we do, how we do it and how our design ideas are shared and communicated.

This ambition is embraced through our weekly design reviews which are held each Monday afternoon.

All projects are seen at a Design Review at an early stage to discuss scope and feasibility. Similar projects in terms of scope, typology, geography and client are identified and advice given on design, placemaking principles, materials etc. Subsequent reviews offer the opportunity to review design evolution and any pressing issues.

Every project is reviewed over time and all project team members are encouraged to attend a review at some time to share ideas and learn from others.

Employee Benefits

Automatic

Holiday Entitlement

Employees are entitled to 25 days paid holiday per year plus 8 bank holidays.

JTP also offers a discretionary additional 3 days between Christmas and New Year.

The holiday year runs from 1 January - 31 December. Your first year's holiday will be pro-rata depending on your start date. You will be advised of your entitlement shortly after you start. New employees are discouraged from taking lengthy blocks of holiday during their first 3 months of employment. Requests made during this time are totally at the discretion of the Partners. Speak to Janet Lewis.

Whilst every effort is made to accommodate every employee's leave requirements you should be aware that approval of leave is always dependant on current workloads. With this in mind we advise employees not to make firm travel bookings before having their leave approved.

Leavers are not permitted to take additional holiday during or in lieu of their notice period.

JTP Pensions Scheme

All JTP eligible employees are automatically enrolled in the JTP Pension Scheme which is set up with Legal & General. This is a contributory scheme.

All eligible new starters are automatically enrolled after 3 months of joining the Practice.

JTP offers an enhanced contributory pension scheme. JTP's employer pension contribution is 5% of salary for eligible job holders with an employee contribution of 3%. Employees are able to make additional contributions to their pension fund.

Please contact Janet Lewis if you would like increase your contribution.

If you have any further questions or want to discuss anything further then please feel free to contact Janet Lewis on jl@jtp.co.uk

Permanent Health Insurance & Life Assurance

JTP employees are automatically insured under the above policies once confirmed in post (usually after the 6 month probation period). The main benefits of the scheme can be summarised as follows:

- Payment of 50% of your salary as at the previous December after a deferred period of 13 weeks from the date the illness first prevented you from working until you are able to work again or reach the age of 65, whichever is soonest. This benefit is subject to tax and NI and is subject to your continued employment with the practice;
- On death in service a sum equal to four times your salary as at the previous December will be paid to the Practice who will pass it on to a person or persons nominated by yourself.

Private Medical Health Insurance

The well-being of all staff is of great importance to the practice and therefore we have introduced a Private Medical Insurance scheme for all employees who have been confirmed in post.

Included within the scheme is the Vitality Programme which offers benefits such as:

- 50% off gym membership
- Free cinema tickets
- Half price health screens
- Up to 20% off hotel bookings with Expedia
- Non-smoker's cash back

You will receive further details of these benefits once you have been confirmed in post.

Enhanced Maternity & Paternity Pay

JTP places a great deal of importance on our staff's loyalty and wishes to make important life choices easier for those who work for us.

To this effect we have an enhanced maternity and paternity pay policy for employees with over two years' continuous service (as at the end of the maternity 'qualifying week') whereby JTP will pay:

- Enhanced maternity pay of 6 months full salary;
- Enhanced paternity pay of three weeks full pay.

For full details about the maternity and paternity policy and eligibility please refer to the Practice Handbook and/or speak to Janet Lewis.

Shared Parental Leave

JTP recognises the benefits of Shared Parental Leave in providing fathers with the opportunity to share responsibility with their partners and the enjoyment of being able to spend time with their newborns or adoptive children. We also recognise that this choice should not put families under significant financial strain.

To this effect we have an enhanced Shared Parental Leave policy in place for employees with over two years' continuous served which provides 3 months' fully paid Shared Parental Pay to male (or adoptive partners) employees.

For full details of the shared parental leave policy and eligibility please refer to the shared parental leave policy. Any requests for Shared Parental Leave should be made to Janet Lewis.

Professional Membership

The Practice will pay for RIBA membership for employees that are registered architects once they are confirmed in post.

The Practice also has corporate membership of several other professional bodies/associations. Please enquire if you can benefit under these memberships.

Eye Testing

All JTP employees are entitled to an annual eye check paid for by the Practice. Eye tests should be arranged and paid for by the individual and claimed back via the expenses system up to a maximum of £25 (the current cost of a standard eye test at Boots). The practice will contribute £55 towards prescription VDU glasses.



Employee Benefits

Discretionary

Sharing our Success

JTP aims to share its success with those who have contributed to it.

To this effect and at the discretion of the partners, employees may receive a bonus payment to recognise their performance and contribution to Practice profitability.

Any bonus will be paid in two parts in the years following the profitable period (payments are usually made in the March and September salaries). Part 1 Architectural Assistants are eligible for bonus payments (pro rata to start date) which are paid in 1 payment following completion of their fixed term contract. Bonuses for new employees are pro rata to the number of months worked in the profitable period. To qualify for inclusion employees need to be employed at the time of each payment.

Bonus payments are performance related and non-contractual. Payment is dependent on the profitability of the Practice and the prevailing economic climate. Payment is solely at the discretion of the partners.

The (Infamous) JTP Annual Office Trip

In the past the office has taken a trip together each October. Recent destinations have included Cambridge, Antwerp, Stockholm and Lyon.

To date, the office trip has always been a great experience and excellent fun. It's a really good way for everyone to get together away from the office and get to know each other even better.

The Practice aims to continue to organise such trips. The decision to organise a trip is dependent on the profitability of the Practice and the prevailing economic climate and is at the Partner's discretion.

Travel Insurance

Subject to availability all JTP employees (plus spouse/partner and children) are covered for Worldwide Business and Leisure travel.

If you wish to use the travel insurance policy to cover you for leisure travel please complete the notification of travel form and pass the form to Eve Denney for approval. Upon approval you will be given the insurance policy number and emergency contact details.

Please note that the practice's travel policy is for a finite number of trips and therefore may not be available for every trip. You should therefore make a request to take advantage of the insurance well in advance of your anticipated travel date.

Interest Free Season Ticket Loan

JTP employees may apply for a loan to purchase an annual season ticket for travel to work. This often offers a considerable saving and additional benefits over a weekly/monthly ticket. Employees become eligible for the loan once they are confirmed in post.

An application form, should be completed and passed to the Practice Manager before the ticket is purchased.

Repayment will be in 12 equal instalments deducted from your monthly salary. Proof of purchase will be required. On leaving the employment of JTP any outstanding loan amounts will become immediately repayable.

Employee Benefits

Discretionary

Help Towards Part III Qualification

At the discretion of the partner, JTP will contribute the following towards the cost and time of studying toward Part III qualification.

- Contribution of up to £3,600 towards course/exam fees for Part III qualification
- Up to 10 days study leave
- The remaining fees can be provided as a loan repayable over 12 months directly from your salary

IT Equipment Salary Sacrifice Scheme

JTP has introduced the IT equipment salary sacrifice scheme to make the purchasing of IT equipment more accessible to our employees.

The scheme is facilitated by techscheme.co.uk and allows you to purchase IT equipment, to a maximum value of £1,000 from either Currys/PC World under a salary sacrifice scheme.

This is a salary sacrifice scheme where you pay for the IT equipment by reducing your salary for a period of 12 months. On leaving the employ of JTP any outstanding amount will become immediately repayable.

Workplace Childcare Salary Sacrifice Scheme

JTP employees can apply to join our Workplace Childcare Scheme. This is a salary sacrifice scheme whereby JTP agree to pay an employee's nursery fees plus a nursery management fee. JTP will then contractually reduce the employee's salary by the overall workplace nursery costs.

This scheme can provide employees with substantial savings on their nursery fee outgoings through a reduction in income tax and national insurance contributions.

For further details regarding the JTP Workplace Nursery Scheme and a calculation of savings please contact Janet Lewis.

JTP Cycle To Work Scheme

JTP's Cycle to Work Scheme aims to promote healthier lifestyles and reduce environmental pollution. The scheme allows you to get a bike through the practice, which is exempt from income tax and national insurance. This means that you can save up to 40% of the cost of your bicycle and accessories.

This is a salary sacrifice scheme where you pay for the bike by reducing your salary over a period of 12 months. On leaving the employ of JTP any outstanding amount will become immediately repayable.

Housing Support Loan

JTP recognises the difficulties facing employees who are either moving to a new city for the first time or looking to buy a home. Rising house prices and strict lending criteria have pushed the housing ladder out of reach for many whilst finding a deposit to buy or rent for the first time is not always easy.

To assist employees, JTP offers financial support by way of a Housing Support Loan.

This is an interest free loan available to employees upon application and is based on length of service and notice period.

Applications for a Housing Support Loan should be made to Janet Lewis by completing the Housing Support Loan form.

Each request will be considered against a set of criteria that includes an assessment of JTP's existing loan liabilities.

Length of Service Award

JTP wishes to recognise, motivate and reward the loyalty of its employees.

To this effect, JTP introduced a new Length of Service Award to recognise and reward the loyalty of individuals with over 10 year's continuous service.

The Length of Service Award offers an additional 5 day's paid annual leave to employees with over 10 years' continuous service as at the 1st January for any given year.

Employee Assistance Programme

JTP recognises that from time to time people may need independent support, information or advice about either personal, work or financial issues.

JTP's Help@Hand EAP provides all employees with unlimited access to a completely confidential telephone service, 24 hours a day, 365 days a year. Those confirmed in post can access additional wellbeing content and resources as well as unlimited mental health support, including bereavement counselling. A counselling service can help make sense of the issues and offer support, help and guidance, whatever the problem.

Please contact Janet Lewis for further details of any of the above benefits.







What to expect...

Practising what we preach...

JTP realises that it is important to practice what you preach. To this end we have taken steps to create a sustainable and enjoyable working environment, minimise our carbon footprint in our premises and how we work; and implement measures that stimulate and engage our members of staff.

And in addition we...

- Celebrate what we do at our annual summer social
- Let down our hair at the legendary Christmas party
- Encourage team activities and sponsorship with employee football, badminton, softball club and in our weekly JTP running club
- Celebrate the multitude of cultural and religious festivals and important dates dedicated to awareness of diversity, inclusion and wellbeing
- Promote sustainable transport initiatives through the provision of large, secure cycle storage; showers, lockers and towels
- Get regular sugar fixes through employee 'bakes offs' with proceeds donated to charity
- Daily healthy snacks provided
- A focus on mental and physical wellbeing with our annual wellbeing week
- Friday drinks provided each week to catch up with colleagues from across the studio





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