



Your career at Workman

Benefits guide

[WORKMAN.CO.UK](https://workman.co.uk)

Welcome to Workman

We recognise that people value different things at various stages of life and depending upon their own interests, expect more than just a competitive salary from their employer.

This is why we offer such a wide range of benefits for you to choose from.

We are delighted to offer our people a suite of benefits at the start of their employment and throughout their career with Workman.

Work-life balance

Agile working

Workman recognises the need to offer modern working practices, with the aim of enabling flexibility that will support our employees in maintaining a stronger work-life balance. We have understood the benefits to some remote working and therefore, for roles which allow, we offer employees the ability to work a maximum of 40% of their working time remotely once the initial induction period has been completed.

As a people business, connectivity and collaboration in the office helps build strong working relationships with colleagues, excellent learning potential and supervision where needed, as well as offering many social benefits.

As a property management and building consultancy firm, it's important that we foster a culture of collaboration with each other and with our clients.

We strongly encourage our people to participate in face-to-face meetings, team-building activities and connect with our clients in person.

We are a people business and collaboration underpins the ongoing success and growth of the firm and our people.



Core working hours

A full-time contract is 35 hours per week, Monday to Friday. We understand that the traditional 9-5 doesn't suit everyone, so our core working hours are designed to offer our people flexibility to help with their commute on days worked in the office.

The core hours that must be covered are between 10am-4pm, during which seven hours per day must be worked, unless formally agreed otherwise.

Part-time roles are pro-rated accordingly, as we are keen to offer our people flexibility to best support their working pattern.
As long as you:

- Work your contracted hours
- Cover core hours (10am-4pm)

You have flexibility in your schedule...

- Want to beat traffic?
Work 8am-4pm
- Prefer an off-peak train?
Work 10am-6pm

Flexible benefits

We work hard to offer a wide range of benefits that suits every individual and as we know, one size doesn't fit all. Our employee benefits aim to support the health and wellbeing of our people. Our annual benefits window includes holiday buy/sell, dental insurance and travel insurance.

We also offer private medical insurance and a health cash plan. We also offer a suite of voluntary benefits, including our cycle to work scheme, season ticket loans, gym flex, eye test vouchers, tech scheme and will writing services.

Family friendly benefits

At Workman, we understand the importance of juggling your career with family commitments. We work hard to continuously understand the needs of our employees and ensure our policies reflect these trends.

Flexible working

Workman is committed to providing equal opportunities for our people and to develop work practices and policies that support a healthy work-life balance. We recognise that flexible working practices can improve employee productivity and motivation and therefore a dedicated team across the firm will hear and consider all formal requests case by case.

Shared parental leave

We understand that both parents want to spend as much time with their newborns as they possibly can. The purpose of our shared parental leave policy is to provide working parents with greater flexibility in how to share the care of their child in the first year after birth or placement for adoption.

Since implementing our shared parental leave policy, we have seen an increase in applications, which has led us to now offer an enhanced shared parental pay to employees who have 2 years or more continuous service.

Maternity/Adoption leave

Statutory Maternity pay is offered to all expectant birth parents who have worked with the firm continuously for a minimum of 26 weeks. In addition, for those who have 2 years' continuous service at the expected time of childbirth, we offer our Enhanced Maternity Pay which provides 24 weeks of full pay and 15 weeks of SMP. This is also reflected in our Adoption Pay policy for all expectant primary parents.

Paternity leave

We know that fathers play a fundamental role in the home and therefore after one year's continuous service we offer an enhanced Paternity Pay, which is full pay for four weeks.

Paternity leave can be taken at any point throughout a 12 month period in blocks of at least one week, as we appreciate it's not just the first couple of weeks of your child's life that your family need support.

We work hard to ensure our policies reflect the needs of our employees and their family commitments.



Time away from work

Annual leave

We understand the importance of having time away from your work and reset. Our holiday year runs from April – March.

Role	Days leave
Support Staff / Central Services / Property Accounts	25 days
Graduates and Senior Surveyors	25 days
Associates	26 days
Senior Associates	27 days



Additional days

In addition to your basic holiday entitlement, the firm offers you two additional discretionary days throughout the year. You get your birthday off and an extra day to take over the Christmas period. If you do not celebrate Christmas, then you may use this additional day at a different time during the year to celebrate an alternative religious or cultural celebration.

Long service awards

To recognise and thank you for your service and commitment to the firm, we grant employees with additional holiday days depending on the milestone reached.

All days must be taken within the 12 months following when the award has been awarded.

Length of service	Days rewarded for that year
5 years	3 days
10 years	5 days
15 years	7 days
20 years	10 days
25 years	15 days
30 years	20 days



Financial

Pension

As part of our ongoing commitment to enhancing our employee benefits, we enrol eligible employees onto a pension salary exchange scheme. This is designed to provide employees with a cost-effective way to save for retirement while benefiting from National Insurance Contribution saving.

New joiners who are eligible will be automatically enrolled into the pension salary exchange scheme. The employee contribution is 5%, with 3% employer contributions.

We also offer an enhanced pension contribution to staff who have over 2 years' continuous service or those coming in at a certain level. This offers up to 5% contributions matched by Workman.

Travel allowance

As a firm who are passionate about our ESG commitments, for those who are required to travel regularly as part of their day-to-day role, we have moved away from offering a traditional company car or car allowance. We instead offer qualifying employees a travel allowance to help cover the cost of their necessary travel, which also encourages the use of more eco-friendly methods of travel where possible. We offer an enhanced travel allowance for those who own vehicles that produces emissions below 100g/km.

Season ticket loan

Following the completion of your probationary period, you will be entitled to apply for an interest free season ticket loan of up to the value of £10,000. This cost will be repaid by monthly deductions from your salary over a 12 month period.



Financial

Group life cover

We want to protect you and your family should the worst happen. Every employee upon commencement of their employment with Workman will be enrolled in the Firm's Group Life Assurance Scheme which shall pay dependents a sum equal up to four times your salary if you die during your employment.

Professional subscriptions

For people who hold a relevant professional qualifications for their role, such as MRICS, AAT or ACCA; the firm will cover one of your annual professional subscriptions upon receipt of a valid invoice.

BenefitHub

BenefitHub is a discount shopping platform where members can save on average up to £2,500 a year across dozens of categories like travel, tickets, electronics, car and home insurance, and more. Here's a glimpse of what you can enjoy:

Travel Discounts

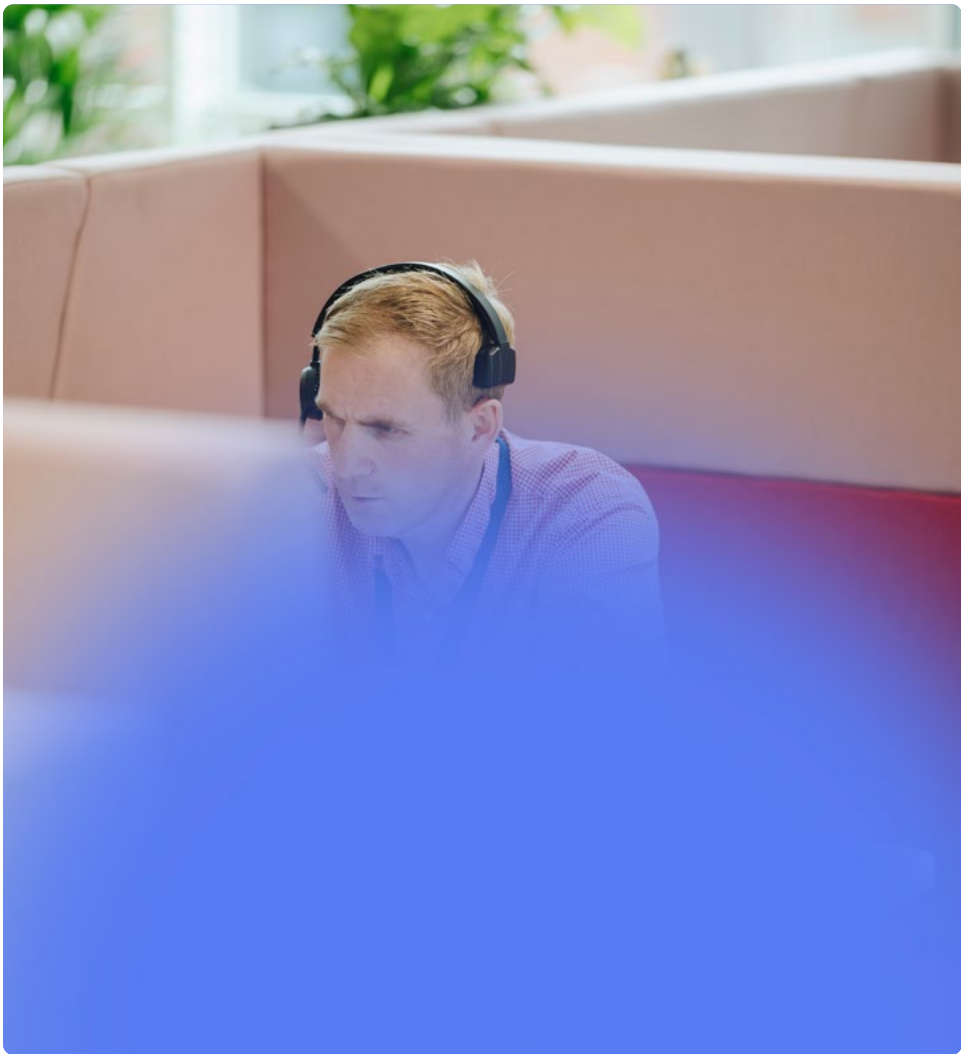
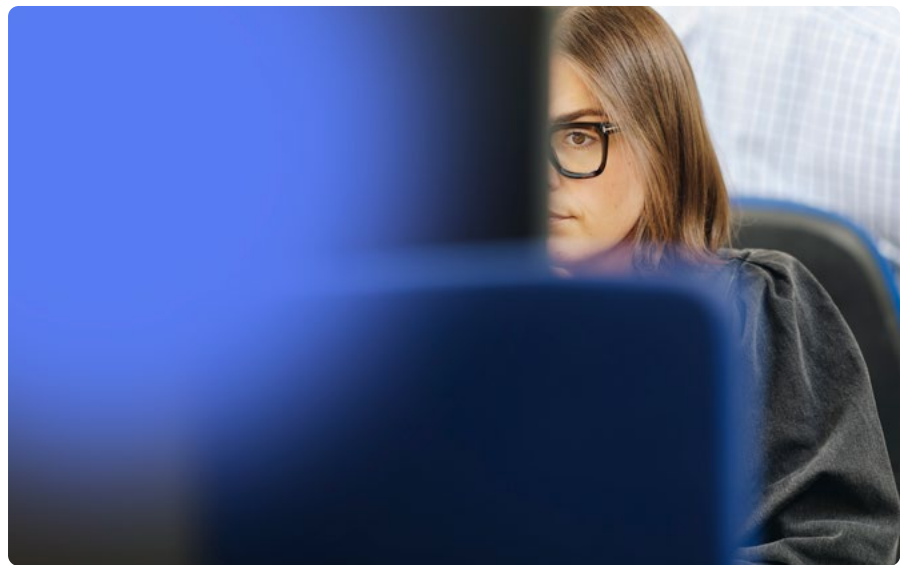
Whether you're planning a weekend getaway or a holiday, enjoy savings on hotels, flights, and car rentals.

Event Tickets

Get exclusive deals on amusement parks, theatre tickets and cinemas.

Car & Electronics

From car maintenance to the latest gadgets, find savings that fit your lifestyle needs.



Health

BUPA

For those who qualify immediately, and for all employees with more than 2 years' continuous service, Workman's private medical insurance scheme is with Bupa. In association with Bupa we can also arrange for full medical health assessments at corporate rates.

Simply Health

For those who do not yet qualify for Bupa membership or wish to use a more flexible health benefit, we offer a healthcare cash plan through Simply Health. This is where you pay a small monthly subscription and claim back any medical or health check costs.

Employee Assistance Programme (EAP)

We are pleased to provide an Employee Assistance Programme (EAP) service that we provide free of charge to all employees. The service, provided through Health Assured, offers support to employee's and their immediate family members who reside at the same address, including children in full-time education. The service provides access to telephone and online support, covering a range of support services including counselling, health, legal and financial advice.

Mental Health Support Network

We recognise mental wellbeing is extremely important, and we want our employees to feel comfortable and confident to talk about their mental health and any struggles they may have. Our trained Mental Health First Aiders are here to help our people and signpost support mechanisms that can help. As part of our Employee Network Groups, we have our Disability, Neurodiversity and Mental Health network.

The vision of this group is to cultivate an easily accessible community that supports those living with or effected by disability, neurodiversity, and long term physical and mental health conditions.



Health

Menopause support

Workman is committed to providing an inclusive and supportive environment for all employees, and this includes building awareness of the symptoms and the effects of the menopause. We have implemented a Menopause Policy to help employees and line managers support their team members affected by the menopause. We can offer a higher degree of flexibility to those needing support to help, including alterations to the working environment.

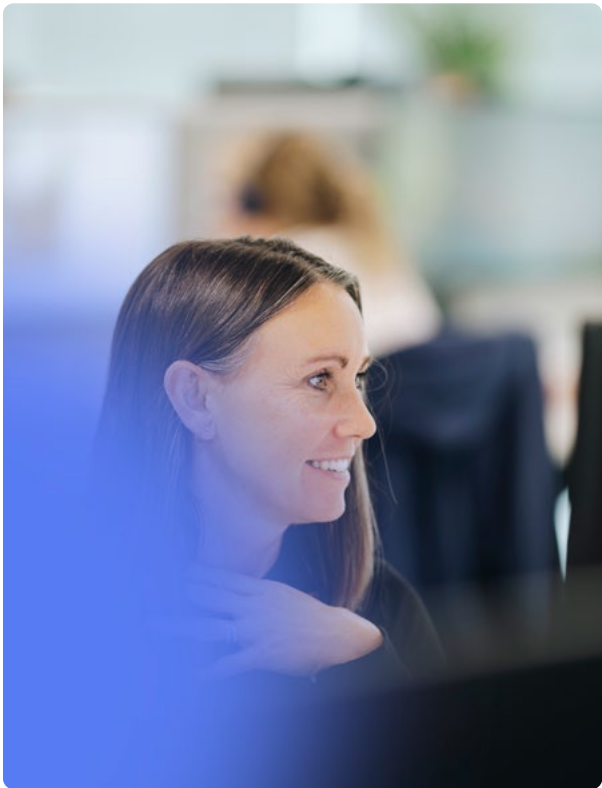
Eye test

Upon request, Workman can provide you with a voucher to cover the cost for a full eye examination by a firm approved optician. This voucher will also give you discounts towards frames.

Cycle to work scheme and Gymflex

To ensure we offer a wide range of benefits to support employee wellness, we offer both a cycle to work and Gymflex scheme. Our cycle to work scheme allows employees to purchase a bicycle and accessories up to £1,000 from any Halfords store, with the cost deducted from their monthly salary pre-tax, resulting in tax and National Insurance savings.

With GymFlex, you can choose from a wide range of over 3500 participating gyms and fitness clubs. Whether you're already a member or looking to join for the first time, there's something for everyone. If you're already signed up with a gym, just check your current membership terms before making the switch. Workman will cover the full cost of your annual membership upfront, and you simply repay it through convenient monthly salary deductions from your net pay.



Career development

We will support you through structured and achievable goals which enables you to build upon your skills so that you develop the career you are striving for. Recognition of hard work and commitment should be rewarded and celebrated. Nurturing talent from early careers to management helps us maintain a stable and secure environment.

Performance development reviews

We are committed to the ongoing development of our people through our annual Performance Development Review (PDR) process. Our PDR process has been a key focus for us and with a new process being launched in 2024, all of our meetings will be tailored to fit you, your career and your intended future developments. PDR's are structured to help recognise your achievements and set SMART objectives to help plan for the future.

Learning and development

Upskilling our people is such a priority that we have recently grown our training team with a Learning and Development Manager to help develop and deliver our L&D strategy across all of our departments. We work with highly regarded third party training providers who deliver a wide range of soft and hard skills training courses. We continuously identify L&D requirements and work with professional providers to build relevant courses and ensure market leading content is delivered in the best possible way.

APC training and mentoring

We are committed to providing the best training possible to assist those working towards becoming Chartered Surveyors. This includes comprehensive on the job training as well as external training provided specifically for Workman APC Candidates to provide bespoke training a year before the candidate is due to sit their APC.



Career development

Professional training

The firm offers study support towards RICS Assessment of Professional Competence (APC), BSc and MSc Real Estate (for our non-cognate graduates, apprentices or those promoted into surveying roles), AAT, ACCA and CIPD. There is a 60/40 split in costs and we also provide study days. Once an individual becomes qualified and remains in the firms employment for a year after, the 40% contribution made by the employee will be refunded to them thus the firm picking up the whole of the training costs.

ESG

At Workman we have been developing and investing in our ESG expertise and we strive to ensure that we operate in an environmentally and socially responsible way, balancing strategic and practical expertise to develop, implement and monitor tangible action in a number of ways.

Workman look to minimise our own impact on the environment and that of other relevant stakeholders. Certification to the international standard ISO14001:2015 helps to achieve the intended outcomes of our Environmental Management System, being continual environmental improvement and best practice, and demonstrates that the Environmental Management System is effective, providing value for the environment, the organisation, and interested parties.

We have also set ourselves a target of 2030 to reach Net Zero with a detailed strategy and programme that sits behind this target.



Workman socials

You work hard and in return you need some time to relax and enjoy the time you spend with your colleagues. We ensure that we set time aside to get to know one other another and have fun.

Christmas

Despite such a large growth, we continue to host a firm wide Christmas party each year. We invite all employees across our 11 UK offices and those who work in our international teams, to a fantastic venue in central London. This is a great opportunity to network with people outside of your immediate team and have fun.

Office socials

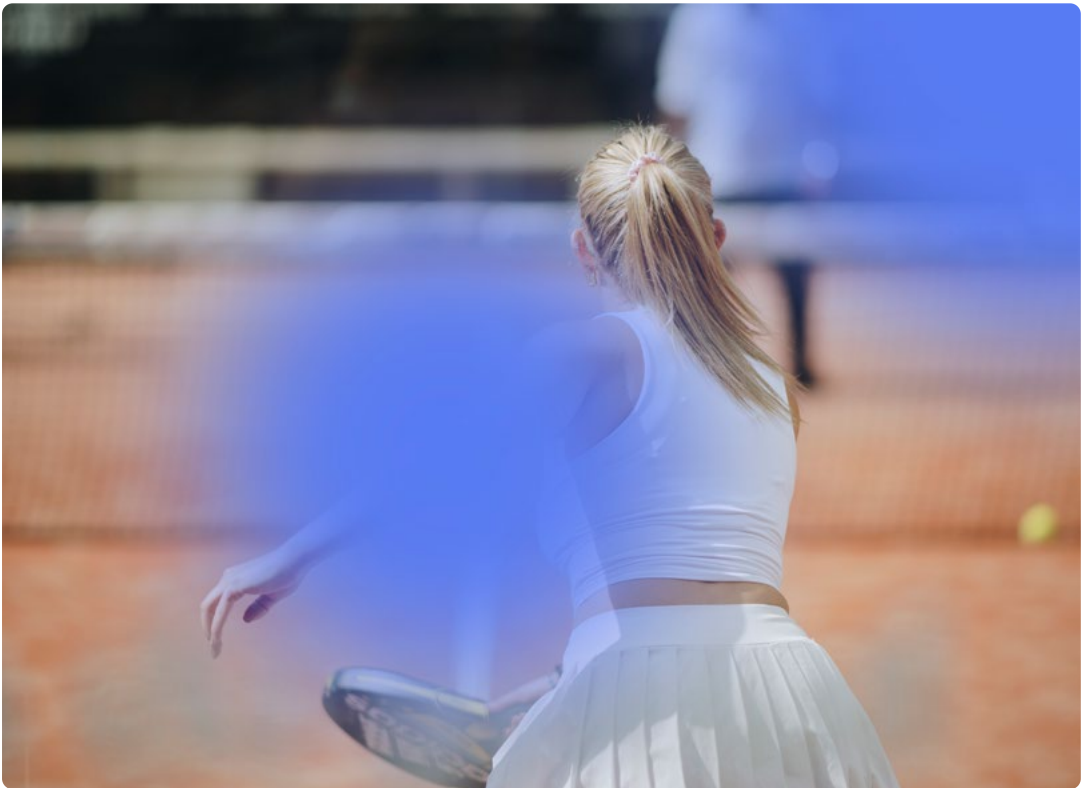
Each office will organise various social team activities throughout the year, whether this be drinks and dinner, a fun filled sports day, attending local events or comedy nights.

Sports teams

We have many sports teams set up across our offices such as 5 a side football and netball, both of which play in regional leagues.

We take part in the annual National Surveyor Rugby Sevens against other property companies with both men and women's teams entering.

Each year we also have a team to take part in the JLL Property Triathlon, Mudathon, Property 5k run as well as attending other industry events which are organised.



Network

We are always on the lookout for fantastic new talent to join the firm and therefore we encourage our employees to proactively introduce family and friends with relevant experience to the firm. Utilise your network and get rewarded.

Reward	Position
£1,750	Accounts, Administrative, Central Support roles
£3,750	Management Surveyor/ Building Surveyor
£7,000	Senior Property Manager/ Senior Building Surveyor
£9,000	Associate/Senior Associate
£10,000	Partner



Working groups and charity

Community is the heart of Workman. Not only have we created and developed several working groups to grow internal communities, but we also encourage any charity work to support your local community.

Workman's Charity Partnership

Following a firm wide employee vote, Workman are delighted to launch the charity partnership between Workman and Teenage Cancer Trust.

[About Teenage Cancer Trust](#)

Every day, seven young people aged 13-24 hear the words “you have cancer.”

Teenage Cancer Trust is the only UK charity dedicated to providing the specialised nursing care and support they need to get through it.

They fund specialist nurses, youth support teams and hospital units within the NHS to provide the very best care and support during treatment and beyond...making sure cancer doesn't stop young people living their lives.



Working groups and charity

Charity donations

This allows you to make tax free donations through your monthly salary to a UK registered charity of your choice.

Annual events

As a firm we support many national charity days and ensure some fun fundraising activities take place within all our offices. We support events such as Red Nose Day, Children in Need, Christmas Jumper day, McMillians Coffee morning. The firm will match a donation the value to what the firm has raised.

Employee networks

Employee Networks allow employees at all levels to raise awareness of workplace issues and can also enable the wider workforce to understand the experiences of groups and be allies for change. Our Employee Networks include, Women, Race Equality And Cultural Heritage (REACH), LGBTQ+ and our Disability, Neurodiversity & Mental Health Network.



Declaration

Full details of our employment policies and procedures can be found our employee intranet network, accessible to you when you commence employment. Workman LLP reserves the right to alter, update or disregard these policies at any time to suit the needs of the firm and our people.

