



# Employee Benefits

RECRUITING AND RETAINING THE BEST  
STAFF

[n-ablegroup.co.uk](https://n-ablegroup.co.uk)



# Why N-Able

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

*“To provide a range of first class integrated building design and consultancy services focused on delivering sustainable solutions that meet the needs of our clients. We add value and achieve excellence through our positive approach to people and performance management and by sharing our knowledge and expertise throughout the company”*

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

The N-Able Group comprises three trading companies: ECD Architects, Keegans and PPCR Associates. The companies work together to provide complementary building consultancy services to a large and varied portfolio of Clients in the public and private sectors.

The  
Building  
Good Employer  
Guide 2018



# Our Core Values

In early 2017, the N-Able Group set about involving all staff in refreshing the Group's core values. The Group was originally formed in 2006 and we wanted to review our founding values to make sure they were reflective of where the Group is today. The result of this collaborative process was a simplified set of core values that resonated with people throughout the Group at all levels, which is so important because our values drive how we treat each other at work, how we serve clients and how we work together every day.

Our core values are...



# OUR values

At the heart of what we do



WE CARE · WE ACHIEVE AS A TEAM · WE IMPROVE · WE DELIVER



## We care

- We're friendly, open and approachable people who care about one another and enjoy working together
- We're professional, supportive and knowledgeable. We encourage everybody to learn and develop to their full potential
- We're passionate about our work and we take pride in what we do
- We act with integrity, providing quality service, being reliable and responsible in everything we do



## We Improve

- We come to work to make a difference, set ourselves high goals and try to exceed them
- We ask for feedback, and act on it to make sure we are always improving
- We're creative and resourceful in seeking out the best solutions for our clients and our business
- We learn from our mistakes and build on our successes
- We're open to new ideas and see change as an opportunity not a problem



## We Achieve as a Team

- We're team-spirited. We recognize that none of us is as smart as all of us and we achieve more by working together
- We help and support one another by working co-operatively, respecting one another's views and treating each other fairly.
- We recognize and value every individual's contribution to the success of the team.
- We collaborate, readily sharing knowledge, expertise and opportunities to achieve common goals



## We Deliver

- We take ownership for our delivery on commitments, to each other and to our clients.
- We are reliable, consistent and trustworthy
- We focus our efforts on finding solutions and achieving results that balance the short and long term
- We have a positive 'can do' attitude and a drive to get the job done
- We protect and enhance our reputation by building long term relationships that support sustainable business success.



## What to expect...

The following should give you an idea of what we offer at N-Able, plus some of the initiatives that are in place as part of our commitment to our responsible business principles and continual learning to create a stimulating working environment.

### How we work

Projects are carried out in multi-disciplinary teams dependent on client and project requirements to allow individuals greater involvement, design input and responsibility, as well as the opportunity to work collaboratively with highly experienced or specialised colleagues from a range of services. All projects are led by a Director, ensuring you are supported in all your projects.

Our open plan office is set out to encourage open communication, knowledge sharing, and collaborative team working between teams.

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

### Learning & development

We recognise that investment in staff training and development is essential to achieving our business goals. Our

approach to learning and development is focused upon enabling every employee to achieve their full potential and perform their job to the highest possible standard.

We invest and support staff in achieving professional qualifications as well as improving their knowledge and skills to meet both client and business needs. Whichever institution you are aiming for, you will find all the support you need to develop towards accreditation.

### Professional Development: APC Programme- (RICS)

Professional development is fundamental to becoming a Chartered Surveyor and N-Able provides a structured programme of APC seminars as well as internal, and external workshops and CPD events.

We will also provide advice and management of the enrolment process and detailed knowledge of the RICS pathways.

The company funds the required training and resources and provides a weeks' dedicated study leave for every individual, empowering you to achieve your APC within 2 years.

### Professional Development: Part 1 & Part 2 Training- (ARB)

N-Able works closely with Part I and Part 2 students to ensure that they receive an exceptional learning experience. To this effect we:

- Provide a contribution of up to a maximum of £2,500 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;
- Up to 10 days Study Leave for Part III training



### Revit/BIM Training

Many people arrive at N-Able with limited experience of Revit/BIM. We provide a structured induction and learning programme for all Revit users. Through quarterly Revit/BIM audits, we generate individual training needs assessments which allow us to tailor bespoke Revit/BIM training for staff at all levels in the company.

- New starters receive 1-2-1 training within 2 weeks of joining
- Help and guidance on our BIM Standards and protocols
- Weekly model audits to identify any modelling issues
- Dedicated in-house BIM support team to ensure all staff are supported in project delivery

### Personal Development

We take the personal development of all 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 and 3 months
- All staff have an annual and half yearly appraisal, as well as regular less formal one-2-one meetings with their manager throughout the year.

As part of the appraisal process each member of staff works through a Professional Development Plan with their manager. 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 and stretch.

### Lunchtime CPD Sessions

There's always something new to learn or new skills to develop, in house and professionally arranged lectures, and workshops are made available by the Group to help everyone grow in their fields and achieve their potential.

### Knowledge Cafes

We hold Knowledge Cafés three times a year, which all staff attend for an afternoon at a venue away from the office. The agenda focuses on key business matters and industry hot topics with an emphasis on sharing information and developing knowledge and skills. These sessions have proved to be popular amongst all staff as an excellent way of sharing expertise and promoting closer communication across the group.

## Employee Benefits

### Holiday Entitlement

Employees are entitled to 25 days paid holiday per year plus bank holidays and up to 3 days extra holiday for long service.

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 line managers.

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.

### Volunteering leave

All employees are entitled to one paid day a year to undertake a volunteering activity.

We are partnered with Benefacto and they organize a range of volunteering opportunities you can choose from.

To book your day, gain sign off from your line manager, log into Benefacto website ([www.benefacto.org](http://www.benefacto.org)) using your email address, choose your day and book.

You will be sent all the information about the day.

All leave must be booked and approved through our online project accounting tool Union Square.

### Finish Early Fridays

All staff are given the opportunity to finish work at 3.30pm on Fridays throughout the summer months, June to September. It's a day where we can all head out of the office a bit earlier so we can enjoy more of the summer sunshine and do more of the things that are important to us after being more productive with our time in the office.

### Pensions Scheme

All N-Able eligible employees are automatically enrolled in the Pension Scheme which is set up with Scottish Widows. This is a contributory scheme.

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

N-Able's employer pension contribution is 3% of salary for eligible job holders with an employee contribution of 5%. Employees are able to make additional contributions to their pension fund.

Please contact Maureen Makowski if you would like to increase your contribution or have any other questions regarding pensions.

**SCOTTISH WIDOWS**



## Employee Benefits (Continued)

### Private Medical Health Insurance

The well-being of all staff is of great importance to us which is why we have teamed up with Vitality Health, to provide a health insurance scheme that rewards you for being healthy while providing access to the best possible medical care treatments and therapies. The Scheme is open to all employees who have been confirmed in post and have passed their probationary period.

The Scheme is non-disclosed, meaning that staff will be covered without having to reveal their medical history. There is an excess (currently £250) payable for each separate claim. For members of staff N-Able will pay this excess for the first claim only in a benefit year.



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

- Discount off gym membership
- Free cinema tickets
- Free Starbucks Coffee
- Apple Watch offer
- Amazon Prime offer
- Discount off British Airways
- Discount on Garmin products
- Discount on trainers via Runnersneed
- Discount on cycles via Evans Cycles
- Hotel discounts
- Non-smoker's cash back

You will receive further details of these benefits once you are eligible.

### Enhanced Maternity & Paternity Pay

N-Able 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 52 weeks continuous service (as at the end of the maternity 'qualifying week') whereby N-Able will pay:

- Enhanced Maternity pay of 6 weeks half pay (before tax) in weeks 7-12, in addition to SMP.

- Enhanced paternity pay of two weeks full pay (less SPP) for the 1 or 2 consecutive weeks taken.

For full details about the maternity and paternity policy and eligibility please refer to the staff handbook.

### Professional Membership

N-Able will pay for ARB or RICS membership for employees that are registered architects or surveyors once they are confirmed in post.

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

### Eye Testing

All N-Able employees are entitled to an annual eye check paid for by N-Able. Eye tests should be arranged and paid for by the individual and claimed back via the expenses system up to a maximum of £22.50 (the current cost of a standard eye test at Boots). N-Able will contribute £30 towards prescription VDU glasses.

### Cycle to Work Scheme

N-Able's Cycle to Work Scheme aims to promote healthier lifestyles and reduce environmental pollution. The scheme

allows you to get a bike through the company, 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 N-Able any outstanding amount will become immediately repayable.

### Charity Match Funding

The company's chosen charity is CRASH and we organise and encourage staff to participate in a wide range of events to fund raise for CRASH throughout the year. We also have an employee matched fund raising scheme.

If you fundraise for your own chosen good cause, you can apply to get matched funding from the N-Able Group as part of our Match Funding scheme. Raise at least £50.00 and we will match every pound you raise with a pound from N-Able Group up to £200.

### Travel Season ticket

N-Able employees may apply for an interest free 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 and passed their probation period.

An application form, should be completed and passed to the Office Manager for authorisation 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 N-Able any outstanding loan amounts will become immediately repayable.

### Recruitment Bonus

When we are recruiting for new members of staff, we encourage you to refer potential candidates from your personal and professional network if you feel they would be a good fit for the company. You should know the person well enough to provide a reference on them. A bonus payment of up to £2,000 will be paid in two parts if your referral results in an offer of permanent employment. 50% will be paid when the candidate takes up their position, and 50% on successful completion of the probation period (minimum 3 months).

### Sharing our Success

N-Able believes that if the company does well, then all staff should share in that success.

To this effect we operate an annual bonus scheme linked to company profitability. For each £ earned over and above the profitability threshold which is set each year, an agreed % of this amount is allocated to a staff bonus pool, to be shared amongst all staff in recognition of their performance and contribution to the company's success.

Any bonus will be paid annually following the profitable year-end period. Bonuses for new staff members are pro rata to the number of months worked in the profitable period. To qualify for inclusion, staff need to be employed at the time of the payment.

Bonus payments are performance related and noncontractual and payment is solely at the discretion of the Directors.



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# What to expect...

## Living by our values...

N-Able ensure that our values are demonstrated in everything we do.

To this end we have taken steps to create a vibrant working environment, where we all enjoy working together towards common goals.

## And in addition we...

- Celebrate our hard work and success through quarterly socials
- Have an active social and charities committee organizing events and initiatives
- Promote sustainable transport initiatives through the provision of large, secure cycle storage; showers and lockers
- And there are always regular treats in the kitchen, be it healthy fruit or less healthy cake!

## For details contact:

Viv Sterling Adams  
Office Manager  
[viv.sterlingadams@n-ablegroup.co.uk](mailto:viv.sterlingadams@n-ablegroup.co.uk)  
020 7199 0902

Maureen Makowski  
Accounts Manager  
[maureen.makowski@thekeegansgroup.com](mailto:maureen.makowski@thekeegansgroup.com)  
020 7199 0904





**London:**  
Studio 3 Blue Lion Place  
237 Long Lane  
London SE1 4PU

**T: 020 7199 0900**

**Glasgow:**  
38 Queen Street  
Glasgow  
G1 3DX

**T: 0141 204 7855**

**[n-ablegroup.co.uk](http://n-ablegroup.co.uk)**