



**GREAT
PLACE
TO WORK** 

Vision, Values & Goals

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Key Principles

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We're here to listen

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Hall of fame

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Don't forget the small things

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Our Company Vision

"We provide staffing and screening solutions"

Our Values



Respect

- Respect the dignity of others
- Respect our place of work
- Respect the environment



Reputation

- Take pride in delivering consistently excellent services
- Proactively monitor reliability and improve performance
- Embrace continued professional development



Responsibility

- Take responsibility to understand and meet stakeholder's needs
- Act with integrity at all times
- Maintain legal and regulatory compliance

Our Company Goals

Goal 1. To be a great place to work

Goal 2. To double revenue/sales by 2020 (2020 x 2)



What's in it for you?

- Comprehensive staff handbooks and induction processes
- Competitive salary and benefits
- Your birthday day off and subsidised birthday club
- Staff wi-fi, tuckshop, book clubs, break-out and relaxation areas, summer balcony.

Training and Development

- An Investor in People, Agenda provides you with external and internal training opportunities
- Appraisals and regular reviews conducted to identify training and development needs
- Annual training bank account
- Agenda Values Points
- E-learning and other training resources
- Lunch and learn sessions

Communication

- Monthly e-newsletter and e-updates
- Multi-channel: Phone, email and text, face-to-face meetings and reviews and an anonymous e-suggestion box
- Open door policy
- Monthly 121 meetings
- Monthly all-staff get-together

Screening

- Pre-employment screening
- Confidentiality agreements
- The Social Media code of conduct and best practice advice
- Security awareness training and security advice is provided to all staff
- Externally audited accreditations for ISO 27001 (information security), Secured by Design (secure facilities), ISO9001, (Quality Management), Investors in People (staff development) ISO14001 (green processes) and Cyber Essentials

Recognition

- Monthly Agenda Values Awards
- Annual awards event
- Thank you gifts in pay packets
- Christmas gift vouchers

We want to hear from you and we are here to help. No concern is too small or trivial and there are many ways that you can talk to us. Here are some ways to talk to us:

- Speak directly to your supervisor
- Feedback through our staff surveys
- Send an e-mail with your concern
- Call us if you're out of the office
- Discuss the issue at one of your face-to-face reviews. (Appraisals, one-to-ones, probation reviews)
- Use the confidential and anonymous e-suggestion box and link
- If you are unable or unwilling to discuss a concern with your supervisor. The directors are happy to speak to you.
- Text a concern if you can't call or email.
- Health concerns can be confidentially raised with our occupational health advisor

Agenda Support and Feedback
 Whatever the concern, you can be assured that it will be taken seriously and acted upon. We will respond proactively to any concerns raised and will provide full support and advice where necessary.

The Hall of Fame recognises the success and achievements of you and your colleagues.



