

# TEAM BENEFITS



# Introduction.

---

Our belief is that our success is as a result of our people and their work and contribution. We work together with a shared purpose that promotes team work but where people come first and where our people are at the heart of our **culture, vision and values**.

Alongside a friendly, relaxed, creative, rewarding and collaborative working environment, we offer a competitive benefits and rewards package. We believe that our people centred approach, as outlined in this brochure, plays a small part in making **MAST an exceptional place to work**.

We are proud of our people, our team and our work.

**Be part of something special...**

---

---

01

---

Our Purpose.

---

---

02

---

Our Mission.

---

---

03

---

Our Values.

---

---

04

---

Work / Life  
Balance.

---

---

05

---

Wellbieng,  
Diversity &  
Inclusion.

---

---

06

---

Career  
Development.

---

---

07

---

Culture.

---

---

08

---

Financial.

---

# Our Purpose.

---

Our Directors, Mark, Michael and David have built a team of enthusiastic and like minded individuals with a simple purpose to deliver an excellent and unrivalled level of service by going 'the extra mile' for our clients.

**We aim to make a difference.**

# Our Mission.

---

MAST Architects aim to be at the forefront of the **Green Agenda** with a team committed to creating a lasting legacy for clients via a focus on quality and creative thinking.

# Our Values.

---



## People First

Communities | Clients | Partners | Our Team.



## Sustainability

Innovation | Design | Communities | Environment.



## Creativity

Listen | Explore | Create | Deliver



## Quality

Client Focus | Reputation | Development | Excellence



Our primary core value is putting people first. We never forget that our designs affect people and communities and therefore we always listen, learn, address sustainability and seek to create successful places and long lasting buildings.

We understand the importance of supporting our clients by focusing on their needs, proving our reputation for excellence and seeking continual improvement. We collaborate with our partners, valuing their expertise and experience and in the knowledge that they along with our team are key to delivering our vision and values.





We aim to;

- Make MAST an outstanding place to **work**
- Promote **creativity**
- Inspire **people**
- Exceed **expectations**
- Make a **difference**



# Work / Life Balance.

---



## Annual Leave

Our standard holiday entitlement is 30 days, 20 accrued and 10 Bank Holidays of which six are fixed and four are flexible.

An additional 3 days are given between Christmas & New Year as a festive gift from the Directors and we give our people a day off on their birthday to celebrate.

We give additional holidays for long service.



## Family Friendly

We understand the challenges of balancing work and family life so actively promote family friendly policies such as flexible working, working from home and enhanced parental leave.

We encourage our team to take their full paternity entitlement or shared parental leave.



### Flexible Working

We think our flexible working policy is progressive:

Core working hours Monday to Friday - 10am to 3pm with a minimum of 30-minute lunch break.

7 hours to be worked every day but is flexible within the core hours – start early and finish at 3 or have a lie in and finish sometime that evening.

Minimum of 3 days working in the office allowing for a possible 2 days working from home. These days should be set to allow colleagues to work around and organise meetings. All staff must work a Wednesday in the office.

MAST will provide you with a full WFH set up that will replicate what you have in the office.



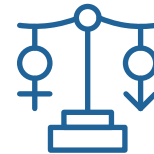
### Volunteering

We support a wide range of charities and community initiatives and encourage our team to volunteer 1 day each year.

# Wellbeing, Diversity & Inclusion.

---

05



## Gender Pay Gap Action Plan

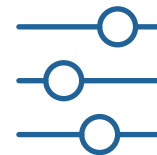
The Practice is committed to a Gender Gap Action Plan and supports family friendly policies.



## Healthy Living / Wellbeing

Our people are our greatest asset so we look after them in many different ways.

Daily fresh fruit, Cycle to Work Scheme, Employee Assistance Programme, support from inhouse Mental Health Champions, neurodiversity and menopause policies as well as support for psychologically safe workplace.



## Workplace Adjustments

Being comfortable at work is important so, where necessary, we make adjustments to suit your needs.





## Employee Assistance Programme

We provide our team with an EAP, a confidential employee benefit designed to help with personal and professional problems that could be affecting home life or work life, health, and general wellbeing.

Service includes access to counselling, legal information, bereavement support, medical information, unlimited mental health support, 24/7 unlimited remote GP appointments, physiotherapy and online CBT.

# Career Development.

---

06



## Induction

Starting a new job can be daunting but we do all we can to get you up and working and understand how we do things at MAST.

Our induction training from an experienced member of the team helps you on your way but every day is an opportunity to learn at MAST so questions are always welcome.



## Organised CPD

Keeping up to date in an ever-changing world is supported by our inhouse CPD programme with a range of different events informed by our people and their needs.

A chance to learn, keep CPD records up to date and socialise with the team.





### Office Working Groups

Teamwork makes the dream work. To give our best, research and development is key but we can't do it alone.

Our Practice Groups give everyone a chance to learn and share knowledge.



### Careers @ MAST - Individual Plans

We want all of our people to develop successful careers at MAST so everyone has a career plan which is reviewed annually to ensure the right support is given at the right time.



### Part 3 / CIAT Mentoring

MAST has always put professional training at the forefront resulting in a longstanding reputation for producing qualified Architects based on exceptional experience and mentoring programme. Financial support, study time, inhouse presentations and project involvement supported by experienced Architects assist our graduates reach their goal to qualify.



### Continuous Conversations

It's good to talk and listen. We know its important for our people to know how they are doing and how they can improve so every 2 months a team leader will have an informal chat over a cuppa. But you don't have to wait 2 months as we have an open-door policy to deal with any issues that might arise.



### Professional Subscriptions

Our Architects have their ARB and RIAS memberships paid for them.

# Culture.

---

Our culture at MAST is driven by our **Vision and Values**, which are shared by our team of enthusiastic and like-minded individuals. We work hard and have fun along the way.





### Generous holiday allowance

We know our people work hard so we actively encourage time off to recharge with a generous holiday entitlement. We provide 30 days per annum including statutory public holidays and gift an additional 3 days holiday during the Festive Period. We also give our people a day off on their birthday to celebrate.



### Team Led Staff Conference

We bring our team together every year for a day for an update on how the Practice is performing and to share what we are passionate about.

Most importantly our People First approach means that everyone gets a say in what goes into the day.



### Social & Charity Committee

Led by some exceptional colleagues our Social & Charity Committee is an integral part of our culture with time given to helping others and bringing our team together for different events.





### Open Door Policy

We believe everyone at MAST should be able to speak up; raising ideas, questions, concerns or mistakes without being shamed by colleagues.

Our door is always open.



### Environmental Commitments

MAST Architects are committed to becoming a net zero business and as part of our initial offsetting strategy we are partnering and volunteering alongside the multi-award-winning conservation charity, Trees for Life, to help restore the Caledonian Forest with the planting of hundreds of trees each year.

Making a difference is at the heart of everything we do.





### **Dress down Fridays**

What can you say...it's Friday!



### **Regular Culture Chats**

MAST are always looking for ways to improve what we do to benefit those that use and live in our buildings. So, every 2 months a different small group made up of a cross section from our team, meet to openly discuss how we might be better. If you have a great idea, we make it happen.



### **MAST Bake Off**

A MAST tradition for many years sees our talented team compete for the honour of winning the coveted annual bake off while raising money for charity.

# Financial.

---

08



## Income Protection

If you are absent for a period of 3 months or more you are recompensed to 58% of your gross salary paid tax free for up to 2 years.



## Death In Service

In the event of your death while employed at MAST, your beneficiaries will receive 4 times your salary.



## Annual Bonuses

When the Practice does well, we share.



## Pension Contributions

We run a Group Pension scheme to help your future.



## Childcare Vouchers

We support Childcare Vouchers as we know every little bit helps.





### **Salary Advances/ Interest free loans**

We support our people in difficult times and have in the past provided salary advances and interest free loans.



### **Contracts & Best Practice HR**

We provide all our people with contracts of employment and manage HR within the Practice with professional HR consultants to ensure fair work best practice.



### **Paid Overtime**

When projects need additional time, we feel you should be compensated financially, so we pay overtime when agreed.



### **Mobile Phones**

All of our Architects have a company mobile phone with the added perk of being used for a reasonable amount of personal use.



### **Cycle to Work**

We support the Cycle to Work Scheme to help our team stay fit and healthy.







listen | explore | create | deliver