



*To develop and sustain the built environment with technical excellence,
and to nurture a successful business in which our teams can thrive.*



VISION, VALUES AND TEAM BENEFITS

Policy CP-21-R0 – 24 May 2024

VISION, VALUES AND TEAM BENEFITS

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We aspire to be recognised as an Employer of Choice. We listen to our staff and continually seek to improve our offer and benefits package. This document sets out our approach to working together. For full details, refer to your individual Conditions of Employment and our Company Handbook.

ISSUE LOG FOR POLICY CP-21

Rev	Date	Description	Author	Checked
R0	24 May 2024	FIRST ISSUE	GFP	IC

Issuing office Mason Clark Associates (York). Refer to final page for full office details.

1 WELCOME TO MCA – OUR CORE PURPOSE AND VALUES

Our **Core Purpose** is:

To **develop and sustain** the built environment through **technical excellence**, and to **nurture a successful business** in which our teams can **thrive**.

To achieve this our **Core Values** are:

- **Encouraging** all our staff to achieve their full potential.
- **Collaborating** effectively across our offices in an open, inclusive and supportive culture.
- **Valuing** our Clients and helping them to achieve their objectives.
- **Developing synergy** with our professional colleagues across disciplines.
- **Delivering** professional and technical expertise through our skilled and motivated teams.
- **Providing** timely, cost effective and environmentally sustainable solutions.
- **Embracing** change and innovation in our business practices and services.
- **Celebrating** the Company's skills and successes through effective communication.

We are an **Equal Opportunities Employer**, and our services are delivered to the highest standard under our fully accredited **Quality and Environmental Management Systems**.

2 WORKING FLEXIBLY

Our teams have generally benefited from working collaboratively together, face-to-face, in our local offices.

We recognise, however, that personal circumstances and work patterns can change over a career, and we are always open to discuss individual needs. Through agreement, and being aware of the potential impacts on colleagues and the business, we can accommodate:

- Flexible start and finish times to suit the daily commute.
- Technology to allow logging onto the Company's systems from home.
- Compressed hours to maintain a full working week, while giving a day free for other personal duties.
- Reduced hours, or part-time working to suit personal circumstances.

To appreciate how hard all our staff are working to deliver for our clients. On occasion, additional hours or out-of-hours working is necessary to meet our client's high expectations. We can offer time in lieu to compensate for this, with agreement in advance.

3 SOCIAL LIFE IN THE OFFICE

We want to support our staff outside the working day by encouraging social events and relaxing together.

Each department (Hull Engineering / Hull Surveyors / York / Leeds) has a quarterly budget to go towards meals out, cinema trips or other social events, as organised by team members.

We plan other fun events during the year for selected staff and clients, such as the York River Cruise.

We continue to provide our traditional Christmas event with accommodation included for staff and partners.

4 HEALTH AND WELLBEING

We recognise that both home life and the workplace can be challenging and stressful at times. We understand the importance of improving mental health awareness among employees so that they can provide support to each other or signpost them to mental health first aid.

We have our own trained mental health first aider (currently Dion Singleton) who can be approached at any time in confidence.

We are also a Company Supporter of the Lighthouse Construction Industry Charity. This is the only charity that provides emotional, physical and financial wellbeing support to the construction community and their families. A crucial element of their strategy is to provide a wide range of free and widely available pro-active resources to support the industry.

Their 24/7 Construction Industry Helpline offers free and confidential support and advice on a huge variety of wellbeing issues. Contact 0345 605 1956.

We are trialling Perkbox for all permanent staff over 2024. This is a benefits and rewards platform that offers discounts for shopping, fitness, entertainment, and food and drink. Each team member will also have access to online guided meditations, soothing sleep music/stories and workout routines.

For full details, refer to <https://www.perkbox.com/uk>.

5 CYCLE TO WORK AND TECH SCHEMES

We have a cycle to work scheme and a tech scheme that are open to all staff. These are both salary sacrifice schemes which allow you to purchase bicycles (and accessories) and technology items with payments taken from your salary over up to 12 months allowing you to make savings of up to 12% depending on your tax rate.

The cycle to work scheme can be accessed at <http://www.cyclescheme.co.uk/c3172cc>. There are full instructions on the website for how to apply as well as all the terms and conditions including hire agreement, salary sacrifice details and end of hire details.

The tech scheme can be accessed at <https://www.techscheme.co.uk/c3172cc>, again with full instructions on the website. Items do not have to be work related, so a new washing machine or microwave are perfectly acceptable. There is a limit of £1,500 per person per application.

6 PROFESSIONAL TRAINING AND QUALIFICATIONS

We are committed to providing a supportive environment within which all our staff can develop their skills and achieve their full potential. Graduates are encouraged to become professionally qualified early in their careers through an institution-accredited training scheme. This commitment benefits individual members of staff in their personal career paths. It also demonstrates to external clients and consultants that MCA can deliver an expert service. The attainment of a professional qualification is likely to lead to advancement within MCA.

For civil and structural engineers, we operate a training scheme approved by the Institution of Civil Engineers. We also support engineers aiming for Chartership through the Institution of Structural Engineers and for building surveyors aspiring to their Assessment of Professional Competence.

All new staff are given a training induction. We run regular training events through the year to which all engineers and surveyors under training are invited. These in-person events rotate around the offices and are followed by a social event organised by the host team.

We pay for professional fees (for one approved organisation) as well as one attempt at CPR or APC.

We are also pleased to support STEM events and work placements for students with time and resources.

7 ANNUAL LEAVE

We encourage all staff to plan and take their full leave entitlement. This is generally calculated as 25 days, increasing to 26 days after two years' service, and 27 days after four years' service.

This is in addition to statutory and bank holidays.

We ask each employee to save three days' holiday to cover the period between Christmas and New Year, when our offices are closed.

Leave should generally be limited to periods of up to two weeks. In special circumstances, longer periods can be agreed with suitable notice.

Up to five days leave can be carried over to the next year with agreement, and taken in the first three months. When staff have not been able to take their full leave entitlement, we can discuss an offer of payment in lieu of time, to be agreed in advance.

8 PENSION

MCA will make an employer's pension contribution of 5% of salary, increasing to 6% after two years' service and 7% after four years' service. This is in addition to salary.

A new employee will generally be auto enrolled into the People's Pension. Each employee may choose to opt out of this benefit and transfer the employer's contributions into another pension fund.

We will consider salary sacrifice options to allow you to put more money into your pension pot and take advantage of the exemption from income tax and National Insurance on the sacrificed amount.

9 NET ZERO

As part of our commitment to be and an environmentally conscious company we have joined Carbon Neutral Britain, the UK's largest carbon offsetting initiative.

We have already undertaken a number of initiatives as part of our Carbon Reduction Plan, with the aim of achieving the Net Zero: 2050 target. Our three offices have been independently carbon assessed and we have undertaken the following actions to reduce our impact:

- Hybrid working options, with promotion of car share and cycle to work incentive schemes.
- Encouragement of video conferencing for meetings via Teams.
- Office electricity management with phased installation of low energy lighting in all offices, together with shutdown/stand by timers for electrical equipment.
- Replacing refrigerants in office comfort cooling systems with lower GHG impacts.
- Recycling scheme including paper, cardboard, plastics, cans and printer cartridges.

10 CHARITABLE GIVING

We are proud to support one main charity each year with a significant donation, as nominated by all staff. In 2024 we donated £10,000 to Cancer Research UK.

The Directors will also support appropriate local charities and events.



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CIVIL ENGINEERING

Bridge design, maintenance and construction
Wharfs, jetties and marine structures
Highway design and maintenance
Retaining wall and slope stability solutions
Land remediation advice
Road and sewer design to adoptable standards
Section 38 and 104 Agreements
Sewer requisitions and diversions
Section 98 and 185 Agreements
Flood Risk Assessments
Coastal erosion flood breach analysis
Flood risk management / prevention schemes
Underground drainage design
Stormwater attenuation
SUDS
Ponds, lakes and balancing ponds

PROJECT MANAGEMENT

QUANTITY SURVEYING & CONTRACT ADVICE
CDM SERVICES

BUILDING SURVEYING SERVICES

Design, Remedial Repair / Improvement Schemes
Contract Administration
Building Surveys
Professional Opinion Reports
Condition Surveys & Schedules of Condition
Measured Surveys
Dilapidation Claims
Party Wall etc. Act Representation
Disabled Adaptations

EXPERT WITNESS SERVICES

Civil & Structural engineering disputes
Project Disputes
Health and Safety Regulations

STRUCTURAL ENGINEERING

Residential and commercial building structures
Education and healthcare facilities
Heavy industrial development
Feasibility studies for development sites
Building Regulations and Planning Applications
Access and maintenance gantries
Modular building design
Blast design
Subsidence management and resolution
Temporary works design and specification
Site and soils investigation
Sulphate attack specialists
Confined spaces assessments

CONSERVATION ENGINEERING

Engineer Accredited in Building Conservation
CARE Registered Engineer
Heritage and conservation engineering
Listed Building refurbishment
Historic Parks and Gardens
Scheduled Ancient Monuments
Monitoring and investigations
Liaison with Local Conservation Officers
Buildings at Risk and Managed Ruins

3D LASER SCANNING AND DATA CAPTURE

Latest Generation 3D Laser Scanning
Measured Building Surveys
Topographical Surveys
Monitoring Surveys
3D modelling (Revit, CAD, Inventor, Solidworks)
M & E Modelling
Volumetric / Level analysis
Scan to BIM
Scan data cloud hosting
Hi-Def HDR photographic surveys