









Vision, Values & Goals

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Key Principles

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 the environment



Reputation

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



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

Our Company Goals

Goal I. To be a great place to work

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



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

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 2700 I (information security), Secured by Design (secure facilities), ISO9001, (Quality Management), Investors in People (staff development) ISO I 400 I (green processes) and Cyber Essentials

What's in it for you?

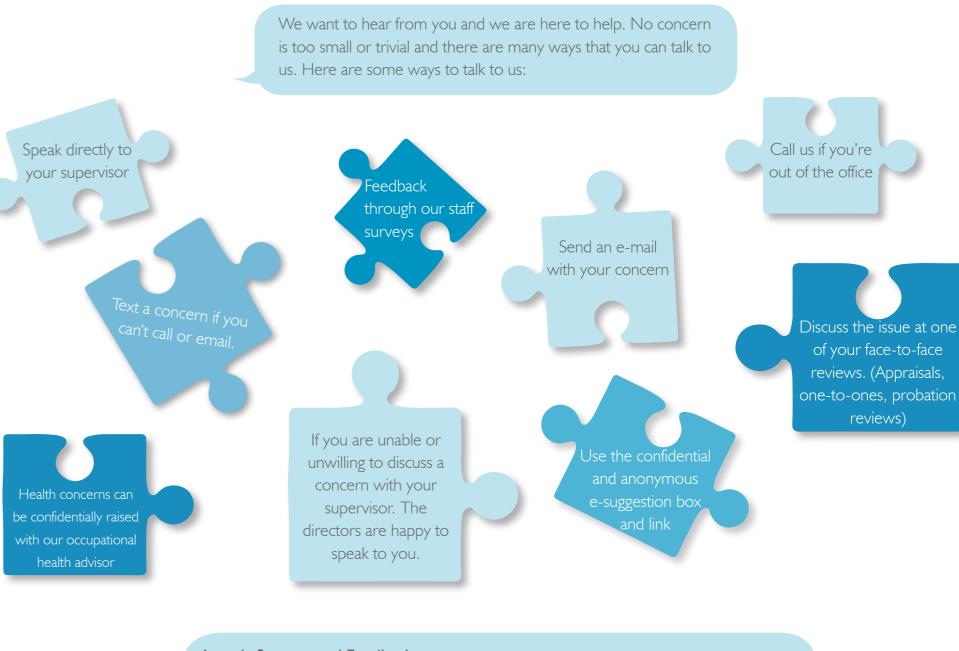
- Comprehensive staff handbooks and induction processes
- Competitive salary and benefits
- Your birthday day off and subsidised birthday club
- Staff wi-fi, tuckshop, book clubs, break-out and relaxation areas, summer balcony.

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

Recognition

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



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.

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reviews)

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

Training Attend courses - be proactive and identify your training needs.

Peer Feedback Receive feedback for excellent service

Agenda Values Awards

- Be nominated.
- Win.
- Nominate others







Oualifications and awards

Meetings and Seminars attended Personal achievements outside of work - tell us your stories (hobbies and interests)

Christmas Milestone Birthdays Vouchers • Collections for additional gifts Saving Scheme Newsletter announcement Pay Review/ Bonus Balcony banner Staff Party Awards Ceremony Weddings Receive £100 Maternity/Paternity Leave • Extra holiday day allocated Flowers Continue to receive Retirement communications whilst Flowers off work Company Collection Continue to attend the staff Sick/Hospitalisation GREAT PLACE party Flowers Card Social Events TO WORK Continue to receive • Fun events arranged outside communications whilst off work of office hours Charity dress down days, bake sales, etc. Bereavement Lunch and Learn sessions Flowers • Bereavement leave Food and Drink Tuck shop service New Home • Complimentary ice creams in summer Flowers Cream cakes and buns Card Flexibility Recognition Able to attend private Brilliant awards scheme. appointments and work the time Agenda values nominations back, such as dentist and throughout the year doctors appointments, or maybe Yearly 'DAFTA's' awards Page 7 the school nativity ceremony

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