



Working at Investors in People UK

Formed in 1993, Investors in People UK is a non-departmental public body, which receives funding from the Department for Innovation, Universities and Skills. We are responsible for business planning, policy development and promotion of the Investors in People framework.

Our Values

Inclusion is a fundamental part of the Investors in People framework and at Investors in People UK we aim to practice what we preach. Our company values are central to our yearly review systems, helping us become better at our jobs and deliver our business plan. We also use our two values to advise our recruitment and selection processes.

- **Relationships matter to us; I am inclusive, I listen and share my knowledge**
People should be inclusive of others' views and listen to ideas from everyone; individuals should also share their knowledge and ideas with their line managers, teams and the organisation as a whole.
- **I am committed to continuous development of myself, others and the organisation**
People should continually look for new ways of developing themselves, other people and the organisation.

Commitment to Equal Opportunities

Investors in People UK is fully committed to pursuing equal opportunities. This means that we treat all applicants and employees fairly, irrespective of ethnic origin, marital status, sexual orientation, age, gender, religion or disability. To ensure that our policies are working in practice, particularly when recruiting new people, we regularly review:

- How we advertise jobs,
- How we select people for interview,
- Who is offered the job and
- What we do after a successful interview.

Monitoring recruitment and selection procedures is one way of helping to ensure that there is no unfair discrimination in the way we recruit people.

Data to monitor Equal Opportunities

When people are applying to join Investors in People UK we ask for information about their disability, gender and ethnic origin. This information is confidential and does not form part of the application or selection processes. Following the regulations of the *Data Protection Act of 1998*, Investors in People UK records information given for the purposes of recruitment and selection monitoring. If you become an employee of Investors in People UK, the information will be retained on a database with restricted access for monitoring purposes only.

Employee benefits

These apply to everyone who is directly employed by Investors in People UK. Some of these are available once employees have successfully completed their probation period.

- 25 days Annual Leave (pro rata for part-time and contract workers)
- 5 days Personal Development Leave (pro rata for part-time and contract workers)
- 2.5 days Civil Service Leave (taken over Christmas)
- Loyalty Leave (after 3 years service up to a maximum of 5 additional days, pro rata for part-time and contract workers)
- £125 personal development allowance
- Contributory Pension Scheme
- Life Assurance (3 times annual salary)
- Employee Assistance Programme
- Season Ticket Loan
- Civil Service Sports and Social Club
- Childcare vouchers
- Flexible working hours (7.5 hours per day core hours 10 – 4pm)
- Paid parental leave
- Training and development for all employees