



PORTMAN PM LIMITED

PROPERTY & ASSET MANAGERS

People Philosophy

It is the aim of **Portman PM Limited** that all employees should:

1. Have equal opportunity regardless of ethnic origin, gender, sexual orientation or disability.
2. Have a safe and healthy working environment and to be treated with respect and dignity. To be encouraged to work well with others both within and outside their immediate team.
3. Be rewarded fairly in comparison with their peer group in line with their performance and contribution to the Business. To be encouraged to embrace the performance related culture in preference to an entitlement culture.
4. Have their performance reviewed by their supervisors on a continual basis and be encouraged to continuously increase the level of that performance. To have a detailed and open discussion on a formal appraisal of that performance not less than once a year.
5. Have the opportunity, encouragement and support to take personal responsibility for developing their career and for realising their own potential in either their present or an agreed future role. To be encouraged to maximise their future contribution to the business and be able to adapt to the changing environment.
6. Be expected to contribute to a Continuous Improvement culture so as to maximise their own performance and enable the Company to achieve a World Class performance.
7. Be informed about the state of their business and about matters relevant to their employment so that they can be committed to the aims of the Business and take pride in working for **Portman PM Limited**.
8. Have formal Terms of Reference detailing the purpose of their role within the organisation and how that role contributes towards the overall aims and objectives of the Business.
9. Have a genuine grievance dealt with fairly and promptly within an agreed procedure.

SIGNED: DATE:

(DIRECTOR)