

# New Starter Induction Pack



## Welcome to Parsons Brinckerhoff!

We are delighted you have made us your employer of choice. We hope you will enjoy a long and prosperous career with us.

The details in this booklet will provide you with some information to get you started. It includes summary information about PB, our employee benefits and key policies and procedures. Please ensure you review the New Starter Curriculum section at the end of this booklet. It outlines the training courses you will be required to complete during your first days and weeks with PB.

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## Vision, Mission and Core Values

Our vision, mission and core values are the principles which govern everything we do at PB. They are central to the way in which we operate as an organisation and how we behave with our clients and our colleagues.

### Vision

**PB will be a highly influential force in the development and operation of infrastructure around the world. Through service to our clients and collaboration with colleagues, we will create a lasting legacy that improves the lives of people and communities.**

### Mission Statement

PB will:

- Provide quality, cost-effective consulting services for infrastructure and facilities to the public and private sectors worldwide. Consulting services encompass planning, design, project management, construction management, and facility operation maintenance, and management.
- Commit to performing its services in a socially, ethically, and environmentally responsible manner and to high professional standards.
- Provide a stimulating, stable, and rewarding work environment and attract, retain, and develop employees as leaders in the business of providing professional services to its clients.
- Continue to make meaningful contributions to the advancement of its profession.

### Core Values

- We behave ethically, acting with integrity and respect.
- We work with our clients to contribute to their success.
- We care for our colleagues, encouraging their development, engagement, and achievement.
- We share knowledge with our colleagues to deliver professional excellence.
- We act in a socially and environmentally responsible manner, committed to high standards of safe performance.

In due course, all of PB will adopt the Balfour Beatty vision and values as part of a global rollout programme. As the PB and BB values are closely aligned, there will be no major changes. Until that time, all PB staff (including BBM colleagues) should follow the PB vision and values.

## Parsons Brinckerhoff – A Brief History

Founded in 1885 and headquartered in New York City, PB is a leader in the development and operation of infrastructure to meet the needs of communities around the world. The firm provides strategic consulting, planning, engineering, and programme and construction management services to both public and private sector clients.

PB is active in multiple market sectors, including transportation, power, buildings/facilities, water/wastewater, environmental, and urban/community development. The firm has the capability to see a project through its entire life cycle, from planning to implementation to operation and maintenance, and has earned a distinguished reputation for its technical and management expertise.

The past years have seen PB play significant roles on thousands of projects, including some of the most notable infrastructure endeavours of the 20th century. It is these projects that tell the complete story of our heritage; the legacy of our impact around the world. It is a legacy we continue, as we help today's clients serve the public in nearly 80 countries around the world.

PB's EA operation has its origins in the 1880s. The current organisation has evolved from the integration of several businesses including Merz and McLellan, Kennedy & Donkin and MRM Partnership all of which were originally founded between 1885 and 1889. Merz & McLellan joined Parsons Brinckerhoff in 1995 whilst Kennedy & Donkin, having merged with MRM Partnership when owned by Rust in 1996, were bought by Parsons Brinckerhoff Inc. in 1998.

In October 2009, Parsons Brinckerhoff was acquired by Balfour Beatty, one of the world's leading engineering, construction services, and investment businesses. In April 2010 Parsons Brinckerhoff merges with Balfour Beatty Management, Heery, and Bignell Associates as one company under the name of Parson Brinckerhoff.

## PB in the UK-Europe region: About Us

### Our vision for PB in the Europe region

PB UK-Europe will be a strong and independent business within the Group, widely respected not only for our technical and managerial excellence, but for our open and collaborative approach to teamwork. We will be a central influence on the development of the Group and its achievement of becoming the 'world's leading infrastructure services company.' Through collaborating with our customers and partners, we will help meet the sustainable needs of the people and communities we serve.

### Our purpose

We provide outstanding technical and managerial services that enable the 'creation and care of essential assets in the infrastructure market.' We focus on markets and customers where we are able to make the greatest impact and deliver the most significant value.

### Our development priorities

By 2014 we will grow to be a Top 3 player, which implies staff numbers in Europe greater than 5,000 and a profit contribution in excess of £30m. We will be a leader in the majority of sectors in which we operate.

As PB UK-Europe, we will operate as one team, always seeking out opportunities to assist each other in providing the best service for our customers. We will organise ourselves to facilitate teamwork and the creation of excellence in key disciplines. We will be widely recognised as:

- Our customers' partner of choice
- The preferred employer for the best talent
- The leader in integrating technical and management skills
- A major contributor to Zero Harm by focusing on removing risk through design and planning
- The leader in sustainable planning for infrastructure development.

## Budget targets for 2010

The PB business in UK-Europe has been combined with the existing BBM business and reorganised so that it can focus on customers, and enable synergies and new initiatives by integrating people and skills and technical/design capability with competence in project management. Market-facing business units are supported by cross-sector technical expertise and unified corporate services.

This combination of technical and management skills in one integrated business will be a unique market offering and a differentiator in what is likely to be a challenging market during 2010. Expectations for 2010 are revenue approaching £250m, targeted operating profit in excess of £22m, headcount of over 2,300 and for cash generation to be in line with operating profit.

## Business Management System

PB operates a Business Management System (BMS) that covers all of the processes, policies, procedures, and management systems needed to manage our projects and business. Benefits of BMS include delivering projects more effectively to our clients, sharing best practice across the business, and working in teams across business units without being hindered by different approaches.

Creating robust processes and applying them consistently allows PB to minimise the risk to the business and to ensure that staff are not exposed to individual liability for decisions and actions beyond their level of responsibility, competency or experience.

## Global Diversity Policy

PB embraces the concept of a diverse work force, and recognises its importance to the organisation and the work environment. It is, therefore, PB's intention to implement throughout the company, our long-standing policy to provide equal employment opportunities to all applicants and employees without regard to race, colour, religion, gender, age, ethnic or national origin, marital status, sexual orientation or disability.

It is the responsibility of the senior operating manager for each business unit to ensure that the firm's commitments to the advancement and success of all employees are thoroughly communicated through their areas of responsibility and are, in fact, advanced. In particular, as our diverse workforce increases worldwide, the PB group of companies is specifically pursuing enhanced access by all individuals to employment and opportunities for advancement within the company.

With the endorsement of company Chief Operating Officers and other senior management, the Global Diversity Policy is promoted throughout PB.

## Equal Opportunities

PB's commitment to the principle of equal opportunity in employment is a long-standing feature of our HR practices and procedures. It is clearly in the best interests of all people within an organisation to ensure that talent and resources are used to the full. This can most effectively be achieved by taking action to foster a fully integrated community at work through the practical application of equal opportunities policy.

PB appreciates that whilst a legal framework exists on this subject, real progress can be made only by practical, day-to-day commitment to promote equal opportunity at all levels and at all times. Our policies are based on an active opposition to any form of less favourable treatment accorded to employees or job applicants on the grounds of race, creed, colour, nationality, ethnic or national origins, sex, marital status, age, disability or sexual orientation.

## Ethics and Compliance Hotline

If you ever have a concern or question regarding unethical, illegal or unprofessional activity, discuss it with the appropriate supervisor, manager or Human Resources Manager. If you don't feel comfortable discussing the situation within normal channels, you may call the PB Ethics and Compliance Hotline at 00-1-877-283-9249 (call the overseas operator and say that it is a 'collect call' to the USA).

## Zero Harm

*Like other leading companies in our industry, the Balfour Beatty Group places huge importance on improving safety. If you look at what we've achieved, it is genuinely impressive. But despite these successes, I continue to get regular reports of near misses, injuries and, very occasionally, serious accidents – including people dying.*

*Why? I sense that, deep down, there is still a feeling that, whatever inroads we all make on safety, we can't keep everyone safe. Eventually someone will get badly hurt or killed – because that's the nature of our business.*

*I simply don't accept that. The opposite should be true: because people work for Balfour Beatty, they, and the public, will be safe from the risk of serious harm. And by 'Balfour Beatty', we must mean any part of our Group, and any partners, subsidiaries or subcontractors working anywhere in the world on anything we do.*

*The fact is, we've never properly challenged our industry's assumptions about risk. This is unacceptable. So we have set ourselves a goal: we will achieve Zero Harm across all our businesses by 2012.*

*By doing so, we will keep our people safe and those around us from serious harm as well as leveraging a competitive advantage where customers rightly view safety as a decisive factor.*

*Of course it's an immense challenge. We have to get everyone across all our businesses involved in this, believing it – doing it. Andy Rose is our Group Managing Director, Safety, Health and Environment. The job of Andy and his team is to help all of us create a business in which there is no realistic likelihood of a serious accident.*

*Those who work for us and with us have the right to expect nothing less.*

**Ian Tyler**  
**Chief Executive, Balfour Beatty**

### Zero Harm by 2012

Zero Harm is defined as:

- zero fatalities
- zero permanently disabling injuries
- zero long-term harm to health
- accident frequency rate (AFR) <0.1 while aiming for zero AFR

All incidents, accidents, near misses and road traffic accidents involving PB employees whilst at work are to be reported to the PB Hotline on 0800 389 4336.

## PB Choices – flexible benefits scheme

Traditional remuneration packages offer salary and a limited range of fixed benefits. PB recognises that we all have different benefit needs and priorities at different stages in our lives and careers. We have therefore designed a flexible benefits programme – PB Choices – with this in mind.

PB Choices is designed to help you gain a better understanding of the total value of your individual remuneration package and, more importantly, to provide a mechanism through which you can select the benefits that best match your own immediate need and lifestyle. Recognising that not only do the benefit requirements of individual employees differ, but also that those requirements change from time to time, you will have the opportunity to review and alter your benefits package in July each year.

PB Choices provides you with the ability to tailor your remuneration package and allows you to reduce some benefits in favour of those that matter more to you. The Company will provide everyone with a basic level of core benefits. For the balance of your entitlement you will have the choice of a wide variety of benefits, utilising the considerable purchasing power of the Company, or electing instead to increase your take-home pay.

The PB Choices booklet provides an overview of the range of benefits on offer. The Company will provide you with the tools you need in order to make an informed choice, but the final decision is yours. An on-line electronic enrolment system – [www.pbchoices.co.uk](http://www.pbchoices.co.uk) – will be made available to you so that you can fully explore all your benefit options and easily make your choice.

The screenshot shows the PB Choices flexible benefits portal. At the top left is the PB PARSONS BRINCKERHOFF logo. The user is identified as Sarah Thompkins, and the date is 2 June 2008. The main content area features a large yellow measuring tape graphic. On the left, it says "Made to measure benefits – this year's choices". On the right, it says "What you chose last year". Below this, there is a section for "This year's alterations" with five items: New – Carbon trading, New – Gym membership, Improved – Annual leave, Improved – Medical plan, and Improved – Pension plan. To the right of the measuring tape, there is a section for "Download pdfs of these booklets for full details:" with links for PB Choices, Pension Plan, Medical Plan, and Navigating this new site. At the bottom right, there is a "Need help?" section with a link to "Email us your questions".

## Eligibility

All permanent staff are eligible to join PB Choices. If you wish to make an election it needs to be submitted within six weeks of joining the Company. You will be covered for your entitlement benefits from the date you join the Company. You will receive an e-mail invitation explaining how to access the PB Choices website on the UK HR intranet site or on the internet, and be given access to the password wizard. When you login for the first time you should change your password.

As well as being offered membership of the Company pension plan, you will receive certain core benefits in addition to your salary. The value of these benefits, together with your salary, make up your total remuneration. These core benefits are the default option if you decide not to make any benefit elections.

| Core Benefit                  | Entitlement                          |
|-------------------------------|--------------------------------------|
| Life Assurance                | Four times basic salary              |
| Annual Leave                  | Your current contractual entitlement |
| Employee Assistance Programme | Employee cover                       |

PB Choices provides you with access to a range of benefits covering three categories: security and protection, health, and lifestyle. You may if you wish increase your benefits by reducing your basic salary. Although it is not intended to place a limitation on the amount of salary that you can give up to secure your chosen benefits, such an amount will not be less than the minimum wage. When selecting your benefits you are strongly advised to make sure that you will have sufficient incoming funds to meet all your other commitments.

| PB Choices              | Full Range of benefits   |
|-------------------------|--|
| Security and Protection | Pension<br>Life assurance<br>Life assurance for spouse or partner<br>Critical illness cover – self<br>Critical illness cover – partner   |
| Health                  | Private medical insurance<br>Dental insurance<br>Health screening  |
| Lifestyle               | Annual leave<br>Childcare vouchers<br>Personal multi-trip travel insurance<br>Charitable giving<br>Employee assistance programme<br>Cycle2work<br>Mobile phones<br>Financial advice<br>Gym membership<br>Carbon footprint offset |



## Employee Assistance Programme (EAP)

As a core benefit, PB provides a free, confidential Employee Assistance Programme. The service is for employees and their families and is available 24 hours a day, 365 days a year. Accor Services provide a number of services covering:

- Practical and emotional support
- Financial and legal advice
- Family care solutions (child/elder care)
- Counselling services
- Career coaching

To contact Accor Services call 0800 243 458, email [ear@accorservices.co.uk](mailto:ear@accorservices.co.uk), or visit their website at [www.ear.co.uk](http://www.ear.co.uk).

## Season Ticket Loans (London only)

If your contractual place of work is the PB London office, then you are eligible to request a season ticket loan to assist with your annual travel costs.

The loan will be paid in full into your bank account via bank transfer. The repayment of the loan will be over a 52-week period. Twenty-six deductions will then be made from your bi-weekly salary payments.

The loan is paid on the understanding that you remain with the Company for the 52-week period. In the event that you terminate your employment during this period, you would be required to reimburse the Company the full amount of the loan, less a proportion equivalent to 1/26<sup>th</sup> part thereof for each completed fortnight of service.

## PB STAR Scheme

The PB STAR (Spontaneous Thanks and Reward) Scheme is our employee recognition scheme. It provides an effective means of recognising and rewarding employees for their outstanding contribution to their team, Division, and PB in support of our core values.

Employees can be nominated by their manager. The award is a high street voucher to the value of £50.00.

The STAR Scheme is available to all permanent employees.

## Employee Referral Scheme

Sometimes it is necessary to look outside the company to find new employees. The Employee Referral Scheme provides a financial incentive for PB employees to identify and recruit qualified staff at all grades and levels for all vacant positions within the organisation.

The Employee Referral Scheme provides an effective means of rewarding employees who refer friends, acquaintances and former co-workers who are subsequently employed by PB. The process ensures that the policy is consistently applied across the Company.

### Eligibility

The Scheme applies to all permanent, fixed-term contract and ad-hoc employees working for a UK based Company.

Referring employees are eligible to receive an award of 5% of the target annual salary for the role's grade (excluding allowances and bonuses), subject to a minimum payment of £1,000. Payment will be made in one instalment, three months after commencement of the referred employee's employment.

All employees are eligible for the referral award with the exception of the following:

- Business Unit Directors and Managing Directors
- Human Resources staff
- Those persons identified in accordance with PB's Standards of Ethical Conduct statement who would influence the employment relationship

### Procedure

The applicant should submit a letter of application, or an email accompanied by a curriculum vitae, or apply directly to the vacant positions advertised on our website. In the application process the applicant should clearly state the name of the referring employee. If that is not possible, the referring employee should advise their HR representative that a referral is being made to the Company.

If the applicant is subsequently hired, the Employee Referral Scheme Application should be completed by the referring employee within one month of the start date of the new hire, signed by their Business Group Manager and sent to the HR representative. The business that benefits from the hire of the new individual will be cross-charged the referral fee.

## Learning and Development Initiatives

Career development at PB is essential to keeping the firm an industry leader as well as making it a company that attracts and retains skilled employees. Recognising the importance of professional development, PB offers a broad array of career enhancement programmes.

There are programmes to honour PB's top projects, technical papers, quality improvements teams, and technical professionals. There are career ladders for project managers, project administrators and other professionals.

You can gain mentoring experience and conduct pioneering research. You can exchange ideas with colleagues through PB's Practice Area Networks (PANs). There's even a special group - the Professional Growth Network (PGN) - geared to the career development needs of emerging professionals.

### Office of Professional Practice (OPP) and the CDC (Career Development Committee)

It has long been PB's stated aim to deliver technical excellence through the development of its people. The Office of Professional Practice (OPP) is a vehicle set up by the Company to sponsor and deliver programmes that encourage the global development and exchange of technical excellence across all disciplines. Specifically, the goals of the OPP are to:

- Encourage technical exchange among all staff.
- Improve the infrastructure for communications.
- Strengthen career development paths.
- Emphasise technical quality.
- Solicit input from the technical staff on PB's direction.
- Maintain a formalised research and development programme.
- Sponsor career enhancement programmes, through the vehicle of the CDC.

The Career Development Committee (CDC) sponsors and manages a number of specific programmes. The programmes sponsored by the CDC have been developed in consultation with employees and cover a range of career opportunities supported by PB.

### Overview of CDC/OPP programmes

The OPP and CDC programmes available to staff fall into three broad categories:

- Award and recognition programmes
- Training and certification programmes
- Professional development and support programmes

## Practice Area Networks (PANs)

A PAN is a network of PB employees who share similar professional interests and who work within the same discipline or “practice area.” PANs are available to all PB staff globally.

The PANs encourage communication, collaboration, and mentoring between employees across the globe, and enhance professional and technical development. You can join one primary PAN related to your main discipline or practice area and any number of secondary PANs.

## Professional Growth Network (PGN)

The PGN is a network for our ‘Emerging Professionals’ across PB. The PGN provides networking opportunities and programmes to develop personal and professional development initiatives and to promote our core values.

With continued corporate support, the PGN now represents a truly global network providing opportunity for:

- Professional and social networking
- Knowledge sharing
- Individual and collective development
- A framework for the development of our Emerging Professionals.

## Membership of Professional Bodies

To promote the highest standards of professionalism, PB encourages employees to become members of recognised professional institutions that are job related. You will be given reasonable time off to attend important meetings, meet the Continuous Professional Development requirements of your Institution and give lectures or conduct training.

PB will reimburse the cost of one annual professional subscription fee per year and any associated Engineering Council registration fee (if applicable) for one recognised professional institution deemed relevant to your primary job function. In addition, the Company will reimburse the cost of upgrading your membership to one recognised professional institution.

## Educational Assistance Policy

The Company will, where appropriate, support vocational, graduate, and post graduate education. The decision to attend such courses will be governed by business needs and the commitment of the individual to the course.

PB is committed to the payment of course fees, as individually agreed, and for providing a limited period of time off for exams and study leave. This amount of time off will vary but may consist of up to one day per exam. However, for longer term courses, i.e. MSc courses, a maximum of five days will be provided between course commencement and completion.

Consideration may be given for attending on a day or half day release basis, although this is ultimately with the management's discretion depending on the most suitable course and work commitments. Any such agreement may require the employee to make up the additional hours.

Financial assistance is given as a loan arrangement abatable (waived) over a period of 2 years following completion of the course. Should you voluntarily leave the Company whilst enrolled on a course, the Company reserves the right to reclaim the course fees in full. Should you leave the Company during the two-year period following course completion the Company reserves the right to reclaim the unabated portion of the total loan on a pro-rata basis. For example:

An employee leaves 6 months after completing a degree course, which cost £3,000. The unabated portion is calculated as follows:

$$24 \text{ months} - 6 \text{ months} = 18 \text{ months}$$

$$18 \text{ months} / 24 \text{ months} * £3000 = £2,250 \text{ is to be repaid}$$

Failure of an exam or assessment module may result in your repaying the full cost of the module or course. The company will not pay for examination re-sits or provide study leave in such cases.

To apply for sponsorship, you must complete the Education Sponsorship Request Form and obtain the authorisation of your Line Manager and Business Group Director.

You must forward written confirmation of both your exam results and final completion of your education course to your HR representative, who will record this on your employee file.

## Payroll

Salaries are paid into your bank account by BACS transfer fortnightly, on every other Friday. We are paid one week in arrears. Specific pay dates can be found on the PB EA Working Calendar.

You will complete the e-learning modules *UK: Time Sheet* and *UK: Payroll* to learn more about the timesheet and payroll processes. If you have any further queries about your salary payments you should contact the Payroll Department in the Newcastle office in the first instance.

Site based employees have the option of their pay slip being sent to their home address or to the site office.

## Time Sheets

Every employee must submit a weekly time sheet before **10:00 a.m. every Friday**. You will allocate your hours to projects, marketing, annual leave, training, sick leave, etc. as appropriate. You will complete the e-learning module on time sheets to learn more about how to use Oracle to complete time sheets..

## Employee Self-Service (ESS)

Employee Self-Service (ESS) is a web-based application that allows you to:

- Update your name (due to marital status name change, adding a preferred name, etc.)
- Add and correct personal and work phone numbers
- Change your home address
- Add, change, and delete emergency contacts
- Update professional licenses
- Update external training records

ESS is available on Hub. Click **Support – HR – Useful Links**. You will receive more instructions on accessing and using ESS later in your New Hire orientation.

## PB EA Working Calendar - 2010

| S                         | M  | T  | W  | T  | F   | S  |
|---------------------------|----|----|----|----|-----|----|
| <b>November/2009 Stub</b> |    |    |    |    |     |    |
| 1                         | 2  | 3  | 4  | 5  | 6   | 7  |
| 8                         | 9  | 10 | 11 | 12 | 13  | 14 |
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| 22                        | 23 | 24 | 25 | 26 | 27* | 28 |
| 29                        | 30 |    |    |    |     |    |
| <b>December/2009 Stub</b> |    |    |    |    |     |    |
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| ↓ Fiscal Year End (Stub)  |    |    |    |    |     |    |
| <b>January/2010</b>       |    |    |    |    |     |    |
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| <b>February/2010</b>      |    |    |    |    |     |    |
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| <b>March/2010</b>         |    |    |    |    |     |    |
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| <b>April/2010</b>         |    |    |    |    |     |    |
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| ↓ Mid Year                |    |    |    |    |     |    |
| <b>July/2010</b>          |    |    |    |    |     |    |
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| <b>August/2010</b>        |    |    |    |    |     |    |
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| <b>September/2010</b>     |    |    |    |    |     |    |
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| 19                        | 20 | 21 | 22 | 23 | 24  | 25 |
| 26                        | 27 | 28 | 29 | 30 |     |    |
| <b>October/2010</b>       |    |    |    |    |     |    |
|                           |    |    |    |    | 1   | 2  |
| 3                         | 4  | 5  | 6  | 7  | 8   | 9  |
| 10                        | 11 | 12 | 13 | 14 | 15  | 16 |
| 17                        | 18 | 19 | 20 | 21 | 22  | 23 |
| 24                        | 25 | 26 | 27 | 28 | 29  | 30 |
| 31                        |    |    |    |    |     |    |
| <b>November/2010</b>      |    |    |    |    |     |    |
|                           |    |    |    | 1  | 2   | 3  |
| 4                         | 5  | 6  | 7  | 8  | 9   | 10 |
| 11                        | 12 | 13 | 14 | 15 | 16  | 17 |
| 18                        | 19 | 20 | 21 | 22 | 23  | 24 |
| 25                        | 26 | 27 | 28 | 29 | 30  |    |
| <b>December/2010</b>      |    |    |    |    |     |    |
|                           |    |    |    | 1  | 2   | 3  |
| 4                         | 5  | 6  | 7  | 8  | 9   | 10 |
| 11                        | 12 | 13 | 14 | 15 | 16  | 17 |
| 18                        | 19 | 20 | 21 | 22 | 23  | 24 |
| 25                        | 26 | 27 | 28 | 29 | 30  | 31 |
| ↓ Fiscal Year End         |    |    |    |    |     |    |

  

|    |                       |
|----|-----------------------|
| 7  | - Period Close        |
| 27 | - Bank Holiday        |
| 29 | - Local office closed |

## PB Curriculum Vitae

In accordance with corporate policy, all technical employees (those with a P or T grade) are required to have a resume on file. In maintaining an up-to-date PB standard resume you will be better able to communicate your skills and capabilities to the PB community.

### Creating Your Resume

Your local Marketing Coordinator is available to assist you in creating your resume. You may create your resume using the Word template 08-CV.dot, available under My Templates in Word. Once you have completed your resume, you may upload it into the GMS system at

[http://ennycapp01.corp.pbwan.net:8007/OA\\_HTML/PbIntranetResumeUpload.jsp](http://ennycapp01.corp.pbwan.net:8007/OA_HTML/PbIntranetResumeUpload.jsp)

### Uploading Your Resume

You can either send your resume to your local Marketing Coordinator for processing or upload the document using the Resume Upload Page located on the Resume Library search page on the Intranet or by using the following link: [http://nycdis2.pbwan.net:8007/OA\\_HTML/PbIntranetResumeUpload.jsp](http://nycdis2.pbwan.net:8007/OA_HTML/PbIntranetResumeUpload.jsp) (Resume Upload Page).

Note: The Resume Upload Page can be used only when logged onto the PB network.

Your resume will be routed to a Marketing Coordinator for approval. If you have submitted your resume or need to know the status of the document, contact the designated approver. You will receive an e-mail notification when your resume has been approved. Once approved, the document will be posted to the Resume Library on the Intranet and can be linked to the Practice Area Networks (PAN), your local office Intranet site, and other areas linked to the Resume Library.

If you encounter any technical problems, please contact the GMS Help Desk ([GMSHelp@pbworld.com](mailto:GMSHelp@pbworld.com)).



## Information and Consultation Forum (ICF)

Our Information and Consultation Forum (ICF) acts as the consultative body for all PB employees within the UK. It forms a key part of our internal communications strategy, aiming to enhance two-way communication, with particular emphasis on issues which influence business performance and impact upon employees.

The ICF mission statement is that:

*"The Forum will focus on consultation and discussion, which we believe will improve the business by enhancing communications and fostering a future orientated perspective."*

This forum acts as the consultative body for all PB employees within the UK and for those on overseas assignments from the UK. The ICF will promote enhanced communications with particular emphasis on issues influencing and improving business performance or impacting on company employees. Additionally they encourage the involvement of everyone in the business by a variety of means, including:

- Regular team meetings to keep people informed of business issues and encourage discussion of matters of general and specific interest, and to provide feedback to senior managers.
- Briefings for everyone at forums conducted by members of the Senior Management Team to explain business progress, discuss future plans, and answer questions.
- Discussion among the Senior Management Team, Directors, Managers and different groups of employees throughout the year to exchange ideas and views, listen to suggestions and respond to questions.
- Organisation-wide email and Intranet systems for communicating information quickly and consistently to everyone.

## Hub

Hub is a powerful collection of communication and collaboration tools that uses PB's network and the World Wide Web to connect you with employees and information around the globe, including (but not limited to):

- Latest news and information about PB
- Personal and PB tools, including alerts, time sheet, pay stubs, and profile
- HR, benefits, career, and training information
- Business travel
- Employee directory
- PB departments and companies

Hub is a private, secure system available only to PB employees who have a PB network account username and password. It may be accessed via the network or via the Internet, using the following link:

<http://ea.hub.pbworld.com>

## PB University

PB is dedicated to providing its employees with comprehensive training, development and learning experiences. PB University (PBU) serves to unite training programmes throughout PB Americas and International, in order to provide employees with consistent and global access to learning and development opportunities. PBU's staff provides custom learning, development, and consulting services to PB companies and departments. To learn more, visit the PBU home page on Hub.

As a new PB employee, it's important for you to become familiar with the company's mission, goals, services, and systems. To help make this happen, PB has developed a New Hire Orientation curriculum that you are responsible for completing within your first days and weeks of employment.

### The PBU Learning Portal

The PB University Learning Portal is an online tool for managing learning resources. It is "command central" for all your training needs, including both instructor-led and web-based courses.

### Accessing the PBU Learning Portal

You can access the PBU Learning Portal in either of the following ways:

- While on Hub, click **PB University** in the **EA Shortcuts** list on the right side of the screen.
- From any Internet connection, use your web browser to go to this address:  
<https://learning.syntrio.com/pbworld/>.

To log on to the Learning Portal as a first time user, follow these steps:

1. [Access the Learning Portal](#).
2. In the **Email Address** field, type your company email address.
3. In the **Password** field, type **training**.
4. Click **Sign On**. You will be prompted to change your password.

### Using the PBU Learning Portal

Before taking any e-learning modules, you should complete *PB University: Introduction to the Learning Management System*. This course shows you how to use the Learning Portal, and provides a demo of its features and functionality.

To access the Introduction course:

- Log on to the PBU Learning Portal.
- Click **Training Assignments**. Your training assignment listing will display.
- Locate **PBU LMS 100** in the list and click **Select**.
- Click **Take Course**.

**Note:** Ensure your popup blocker is disabled.

### Training Assignments

After logging on to the PBU Learning Portal, click **Training Assignments**. On the *Outstanding Training Requirements* page, you'll see a list of required courses that have been assigned to you.

### Optional Training

On PBU's Learning Portal, you can find courses on everything from office productivity, to communication and leadership skills, to project management basics, and more! Be sure to explore the Course Catalog on the Learning Portal to view our extensive list of course offerings.

## New Starter Curriculum

The following table outlines the required courses for all new employees within PB EA. You can use this as a checklist for completing your New Starter Induction.

| Check When Done          | Course   | Length     | Take    | Description   |
|--------------------------|--|------------|---------|---|
| <input type="checkbox"/> | <b>PB University: Introduction to the Learning Management System</b> | 20 minutes | Day 1   | Provides an overview of the Learning Portal, including how to register for classes, access training, view the training calendar, etc.   |
| <input type="checkbox"/> | <b>Welcome to PB</b>   | 2 hours    | Day 1   | Provides a welcome message, a brief introduction to PB, and basic information new employees need to get started.  |
| <input type="checkbox"/> | <b>Time Sheets</b>   | 30 minutes | Day 1   | Instructs employees on recording time in Oracle.  |
| <input type="checkbox"/> | <b>Standards of Ethical Conduct</b>                                  | 60 minutes | 7 days  | Provides an overview of basic ethics concepts and how they apply at PB.   |
| <input type="checkbox"/> | <b>Safety Management System – briefing</b>                           | 20 minutes | 7 days  | Access here:<br><a href="http://www.pbworldnet.com/launcher.asp?action=5&amp;v=5&amp;w=277596&amp;x=-1&amp;y=310&amp;z=906225">http://www.pbworldnet.com/launcher.asp?action=5&amp;v=5&amp;w=277596&amp;x=-1&amp;y=310&amp;z=906225</a> |
| <input type="checkbox"/> | <b>Hub Overview</b>  | 30         | 7 days  | Covers the basic features and functionality of the corporate Intranet, or Hub.  |
| <input type="checkbox"/> | <b>Business Travel</b>   | 30 minutes | 30 days | Provides an introduction to the Travel Policy and travel booking tools.   |
| <input type="checkbox"/> | <b>Realising Your Potential</b>                                      | 45 minutes | 30 days | Provides an introduction to the UK's RYP performance review process and form.   |
| <input type="checkbox"/> | <b>CDM Awareness</b>   | 1 hour     | 30 days | Provides an overview of Construction Design and Management Regulations. This course is for technical staff only.  |
| <input type="checkbox"/> | <b>Corporate Manslaughter and Homicide Briefing</b>                  | 45         | 30 days | Provides an overview of our responsibilities under the legislation and how it applies at PB.  |
| <input type="checkbox"/> | <b>Environmental Management – Staff Awareness briefing</b>           | 20 minutes | 30 days | Access here:<br><a href="http://www.pbworldnet.com/launcher.asp?action=5&amp;v=5&amp;w=249284&amp;x=-1&amp;y=421&amp;z=322944">http://www.pbworldnet.com/launcher.asp?action=5&amp;v=5&amp;w=249284&amp;x=-1&amp;y=421&amp;z=322944</a> |



**Environmental Management – Sustainable Development briefing**

20 minutes 30 days

Access here:

<http://www.pbworldnet.com/launcher.asp?action=5&v=5&w=197923&x=-1&y=421&z=322944>

## What do I do next?

You will need to provide and/or complete the following documents as part of your new hire orientation. Please provide these to your HR representative:

- P45 (please complete a P46 if you do not have a P45 upon commencement)
- Birth Certificate
- P45
- Original Educational, Technical and Professional Certificates
- Passport and/or Driving Licence
- Corporate Card Application Form (if applicable)
- PB Curriculum Vitae (if applicable)

## Appendix

The ESS Quick Reference Guide is provided in the appendix for your use.

# Employee Self-Service (ESS) Quick Reference Guide

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**About ESS** In an effort to provide better service and greater efficiency we are introducing Employee Self-Service. This web-based application enables you to:

- Update your name (e.g. due to a marital status name change, addition of a preferred name, etc.).
- Add and correct all personal and work phone numbers
- Change your home address (the address displayed on your paycheck, 401k statement, etc.).
- Add, change and delete emergency contacts.

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**Secure access to ESS** Because of security reasons, ESS can be accessed only from a PB office or via VPN software at a remote location.

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**Instructions** To access ESS, follow the steps below.

| Step | Action   |
|------|--|
| 1    | Type the following URL into your browser:<br><a href="http://SelfService.PBworldNet.com">http://SelfService.PBworldNet.com</a><br><br>The PBIS Worldwide screen displays.  |
| 2    | Click <b>Log on to PBIS</b> .<br><br>The Login screen displays.  |
| 3    | Complete the <b>Username</b> and <b>Password</b> fields, and click <b>Login</b> .<br><br>Your username and password are the same as used to access the regular Oracle application.<br><br>If the username and/or password are entered incorrectly, the following error message displays: <i>Your account has expired. Please contact the Web Master or System Administrator.</i> If you receive this message, try once more. Contact <a href="mailto:OracleAutoAccess@PBworld.com">OracleAutoAccess@PBworld.com</a> if the problem persists. |
| 4    | Click PB Employee Self-Service.<br><br>ESS links display.  |
| 5    | Review and edit your personal and professional information as necessary.   |

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**Need help?** If you need help with ESS, email [HRISupport@pbworld.com](mailto:HRISupport@pbworld.com).

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