

A WARM WELCOME TO WESLEYAN

WESLEYAN

we are all about you



How To Find Us



The closest train station is Snow Hill, followed by Moor Street, then New Street Station.



We have parking onsite, however if you can't get a space there are several car parks within a short 5-minute walk of the building;

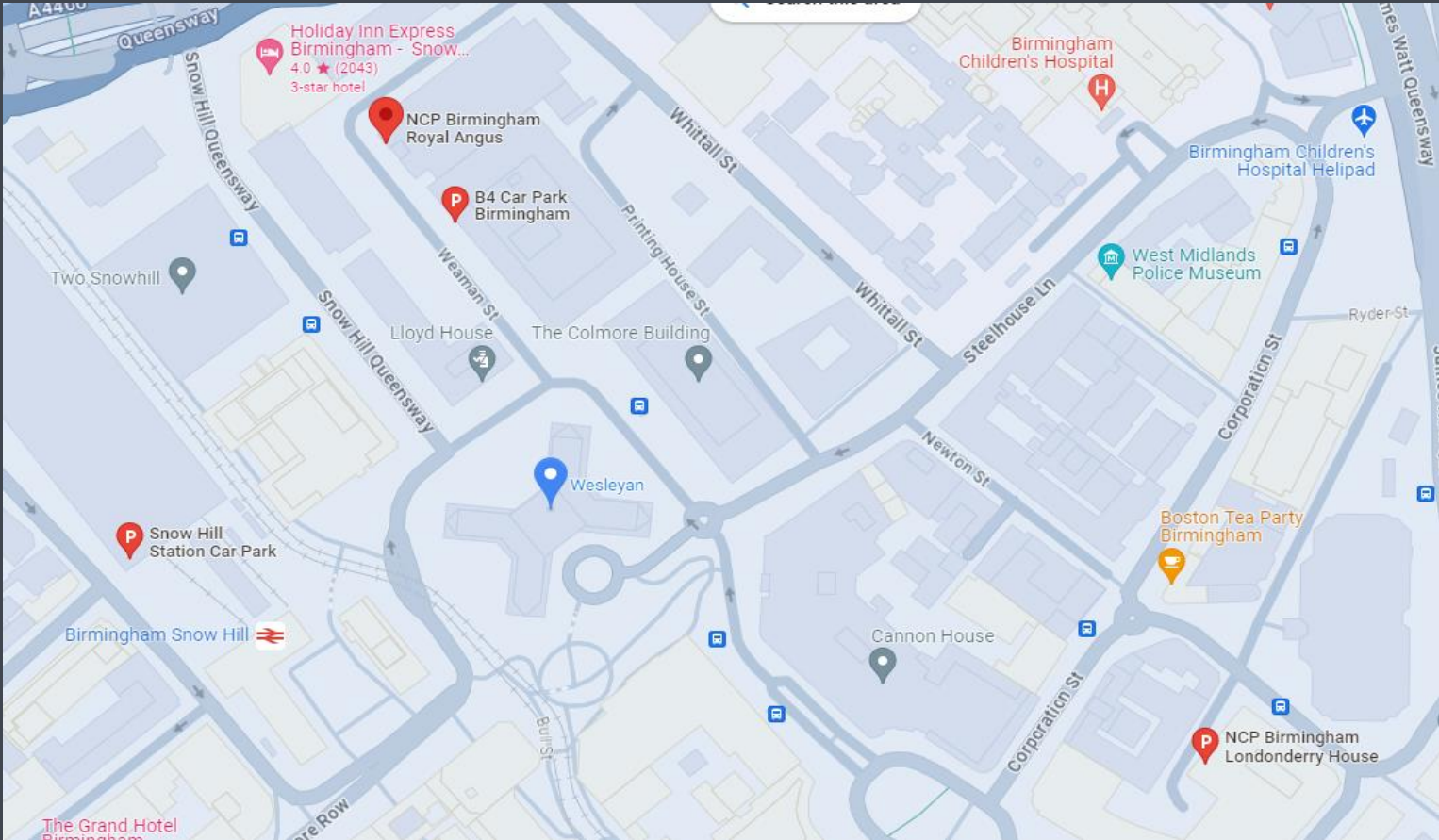
- B4
- Londonderry House
- Royal Angus
- Snowhill Station



We have cycling bays and showers available at Head Office

BIRMINGHAM HEAD OFFICE Colmore Circus Birmingham B4 6AR

You can reach us by driving, public transport or cycling



ARRIVAL TIME



Agree your start time with your manager before your first day. When you arrive, Reception will direct you to our 7th floor Reception.

DRESS CODE



‘Dress for your day’ is our standard of dress, where you choose how you dress depending on what your day entails and who you are meeting.

WHAT TO BRING



Bring the original ID you provided to us during the recruitment process. This could be your passport or birth certificate with NI number document.

YOUR SECURITY PASS



Go to Workplace Services (2nd floor) to have your photo taken for your security pass at the time your manager has arranged.

YOUR KIT



Collect your laptop and headset from the IT suite (7th floor). You can also order a screen, chair, and keyboard (if required) as well stationery from workplaceservices@wesleyan.co.uk. To collect, use the lift on the same side as security to the 2nd floor.

REFRESHMENTS



Our kitchens are equipped with fridges, microwaves and boiling / cold water taps, as well as tea (including herbal), coffee, milk and sugar.



ON THE LOOKOUT FOR BREAKFAST OR LUNCH RECOMMENDATIONS?

- ▶ **Phillpotts** – Hot breakfast items, salads, sandwiches
- ▶ **Morridge oats + coffee** – Porridge, overnight oats, breakfast rolls
- ▶ **Monty's** – Salads, sandwiches, hot food
- ▶ **Habanero's** – Burritos, burrito bowls, nachos
- ▶ **Kuula Poké** – Poké bowls (fish, chicken or tofu), açai bowls
- ▶ **200 Degrees Coffee** – Paninis, croissants, cakes – *show your Wesleyan pass for 10% off*



We continually seek great people to join Wesleyan. As a new employee, we recognise that you may know some perfect people to join us:

- ▶ If you refer someone and they join Wesleyan, you'll be rewarded with a minimum of £750 and up to a maximum of £5,000 (grade dependent).
- ▶ Visit WesPeople (our HR system) > People Policies > Recruitment > Policy > WeRefer Policy to find out more





- ▶ When you arrive at Colmore Circus you will be greeted by our Security Team who will ask for your name and guide you to Reception. In advance of your arrival, Security and Reception will be informed that you are coming into the office and will arrange for someone to collect you.
- ▶ As you would expect, as multi-tenanted building, it is important that we have robust controls in place in how we manage access across the building. This is done via our Access Controls.
- ▶ Your Photo Access Card will be provided to you on your first day in the office. The Workplace Services Team, who are located on the 2nd floor South, will take your photo and provide you with the pass later that day. You will be informed when your pass is ready to collect.
- ▶ **Everyone in the office has an important role to play in keep our building safe and we therefore need you to adhere to the areas highlighted on the next slide**



Keeping our building safe

To ensure we keep our Wesleyan offices are safe, secure and free from intruders, here are some key reminders:

- The building is open **6am- 9pm, Monday to Friday**. Weekend access should be agreed with your line manager and confirmed with Security in advance
- Present your security pass to the reader located at Ground Floor security whenever you enter the building (e.g. on arrival, returning from lunch or the smoking shelter)
- Ensure **visitors** are escorted on operational floors where appropriate and wearing their pass visibly. If you have visitors arriving (that Workplace Services are not aware of), please ensure Reception are informed at least **48 hours** in advance of the date they are due to visit.
- **DO NOT tailgate** other colleagues into the building or operational floors. Challenge or report any person you do not know or recognise who is not wearing a pass and is tailgating to get on a floor
- **Lost/forgotten passes**
 - If you forget your security pass, collect a day pass from Security on arrival
 - If you lose your security pass inform Workplace Services or Security as soon as possible
- **Wearing your pass**
 - Wear your security pass visibly when in the building. It is recommended colleagues wear their passes around their neck
 - When outside of the building, remove or conceal your security pass to ensure it is not visible.



First Aid

Whilst in the office, in the event of ill health or an accident, dial 0121 200 2729 to speak to Security and ask for a 1st aider.

In the event of an emergency, dial 999 and then contact Security.

Fire Evacuation

Fire alarms are tested every Friday at 10:30am.

In the event of the need to evacuate the building, on hearing the alarm, promptly proceed to the nearest staircase and exit the building. Do not use the lifts.

Fire evacuation muster points are displayed on the Health and Safety notice board

Maintenance

If you spot any maintenance issues (lights out, doors not closing properly, etc) email to Workplaceservices@wesleyan.co.uk or telephone the Workplace Services Help Desk number on 0121 200 9504.

You are encouraged to report any maintenance issues that you feel pose a risk to health and safety, such as lights out, spillages, alarms sounding, etc. You can do this by emailing Workplace Services.

What to do in an emergency

•If you discover a fire, use the nearest 'break glass' emergency point located on each stairwell and follow the emergency evacuation procedures.

•Facilities or Security should be contacted for any other occurrences, such as a water leak. Security are available 24/7.

•All Health and Safety information is located on each floor, on the H&S notice board, as well as the Colmore Circus Intranet page.

ARRIVAL AT HEAD
OFFICE

FACILITIES AT HEAD
OFFICE

WORKSPACES AT HEAD
OFFICE

WE LOOK FORWARD
TO WORKING WITH
YOU

WESLEYAN

we are all about you



WESLEYAN

we are all about you