



UNLOCKING POTENTIAL



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ABOUT US

The Journey so far

Mission Statement:

The Mitie Foundation exists to break down perceived barriers to employment for disadvantaged groups within the communities in which Mitie operates. In doing so, Mitie attracts the very best potential, enriching the diversity of its workforce as well as that of its clients.

Established in 2013, the Foundation is a registered charity focussed on providing varied life opportunities for disadvantaged groups.

We are passionate about breaking down barriers and helping a diverse range of participants who may have been overlooked, but are nonetheless enthusiastic and capable, into sustainable, fulfilling employment.

The Foundation's initiatives support the following groups with tailored programmes to help them overcome the unique barriers they face:

- **Long term unemployed**
- **Disabled and those with learning difficulties**
- **Veterans**
- **Ex-offenders**
- **Young people**

Since its inception, the Foundation has delivered initiatives that help people find sustainable employment within their local communities. To date, 495 candidates have completed our Ready2Work programme, with 70% gaining a job at the end. In addition, 4,450 days of volunteering have been facilitated by the Foundation, during which a total of 54,000 participants have received positive exposure to the challenges and benefits of contributing to a thriving work environment.

Moving forward, the Foundation will continue to support disadvantaged groups, and to educate others in order to challenge the stigma and negative perceptions that so often surround them. Our mission remains to provide varied life opportunities and to open viable routes to sustainable employment.

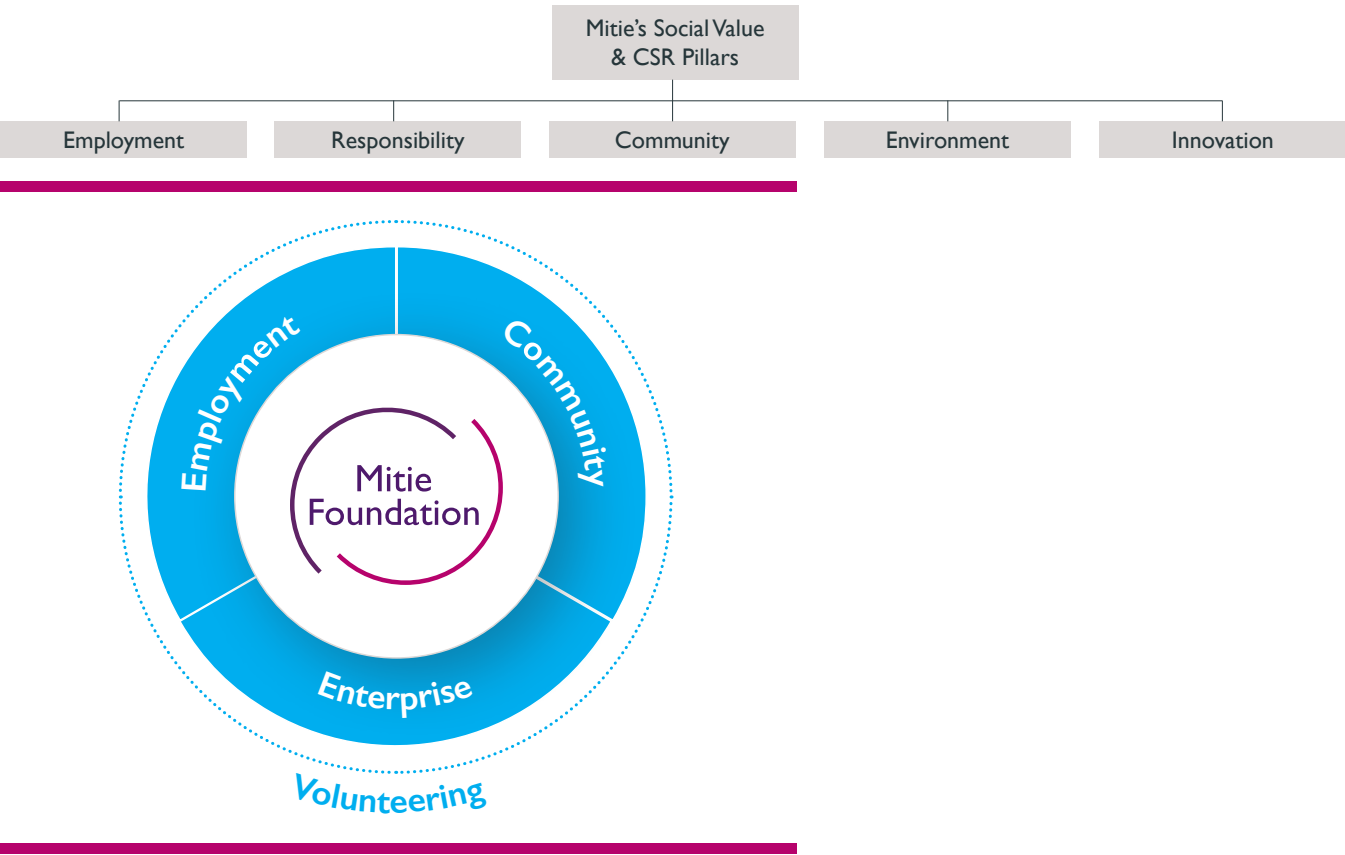
Relationship with Mitie Group Plc

Mitie’s vision is to lead the facilities management industry in creating social value through everyday operations, leaving a lasting legacy for the communities in which the organisation works.

The Foundation is wholly funded by Mitie Group Plc but operates independently with a separate board and management structure. The Foundation has assisted in shaping Mitie’s sustainability framework and its activities play a pivotal role in helping the organisation meet social value and corporate social responsibility (CSR) objectives.

The Foundation’s programme framework consists of three pillars, each of which is aligned to equivalent pillars within Mitie’s social value and CSR framework. These are underpinned by a Mitie employee volunteering programme, delivered by the Foundation.

EMPLOYMENT	COMMUNITY	ENTERPRISE	VOLUNTEERING
Supporting candidates through work experience and employability sessions	Supporting young people and local communities through Business Challenge Days and career development	Partnering with Social Enterprise UK to support procurement	Giving Back employee Volunteering Programme



The Foundation’s activities work to enhance equality and diversity at Mitie. By enabling a diverse pool of talent to enter Mitie at all levels, the workforce’s composition better represents the many diverse communities in which the company operates.



<u>BUSINESS</u>		
<u>Practical skills</u>		
<u>IT skills</u>	Written and verbal communication skills	
<u>Social skills</u>	<u>Work place discipline</u>	
<u>Presentation</u>	· Punctual	· Proactive
· Dress code / protocol	· Reliable	· Deadlines
· Approachable	· Flexible	
· Friendly	· Professional	
· Polite	· Adaptable	
· Well kept	· Team player	
· Professional	· Hard working	
<u>Personal skills</u>		
· Leadership	· Driven and passionate	· Ambitious
· Articulate	· Target orientated	· Confident
· Innovative / creative	· Resourceful	· Initiative

“ The Mitie Foundation and Mitie Group Plc have long been a force for good. To build on achievements made, the expanded programme offering will now assist an even broader range of candidates into the world of work. I'm proud of the joint role the Mitie Foundation and Mitie Group Plc plays in shaping brighter futures through worthwhile employment. ”

Phil Bentley, CEO Mitie Group Plc

OUR PROGRAMMES

An introduction to the workplace equips struggling candidates with the skills to tackle barriers they may have faced. Ready2Work is a collaborative initiative between the Mitie Foundation, Mitie and the organisation's clients to facilitate rewarding work experience.

READY2WORK

The Foundation's flagship work experience programme is an action-packed, eight-week introduction to the world of work, providing candidates with a route into sustainable employment.

Our tailored approach enables individuals to upskill and rebuild confidence within a supportive environment.

Mitie backs Ready2Work by offering work experience placements within its offices, or with one of the organisation's clients.

During the programme, Mitie volunteers mentor candidates, offering guidance and support. Participants also gain exposure to the realities of the workplace, including the roles and responsibilities shouldered by the mentor.

Overview

The programme is an eight-week, three-stage process covering:

- Pre-placement
- Work experience
- Paid employment

Candidates are proposed by Job Centre Plus and other partners. Before commencing the programme, all participants attend an open day. Their interests and aspirations are noted during one-to-one interviews in order to match them with a relevant placement.

Week one prepares candidates through facilitated learning, ensuring they have the basic skills and confidence to enter the workplace. The remaining seven weeks consist of on-the-job work experience with Mitie or a Mitie client.

70%

OF CANDIDATES THAT HAVE COMPLETED
THE PROGRAMME HAVE SECURED
EMPLOYMENT.

“

Two people
that took
part are now
working within
Mitie, which
is a fantastic
outcome”

Caroline Geiss,
Inclusive Employment
Consultant, Essex County
Council

Ready2Work Stages

1. PRE-PLACEMENT

Prior to placement, candidates attend a bespoke one-week training course delivered by the Foundation. This gives an insight into the world of Mitie, as well as establishing workplace expectations such as personal presentation, punctuality and communication skills.

The training also develops candidates' employability skills, including CV writing, interview techniques, teamwork, networking and presenting.

2. WORK EXPERIENCE

For the remaining seven weeks, candidates experience work life in a real business environment.

All participants have an on-site mentor to support them and ensure the placement is relevant and beneficial. A member of the Foundation acts as an external mentor, providing on-site and out of hours support where necessary.

3. PAID EMPLOYMENT

Candidates who complete the programme receive a recognised OCN Level 3 Employability qualification and a certificate of achievement. A special prize is awarded to the person judged to have progressed the most during the eight weeks by their peers.

All participants gain transferable employability skills and, in the majority of cases, paid employment. If a candidate does not secure a role via the programme, they are referred to the Mitie recruitment team to be matched against suitable vacancies.

“

By offering meaningful employment to disadvantaged people I feel we've been able to offer real opportunity to individuals from the local community”

Jan Srna,
Contract Manager,
Hinchingbrooke Hospital

READY2WORK CASE STUDY

DORA

Dora Onga arrived in the UK as a refugee from the Democratic Republic of the Congo. As English was not her first language, she struggled with confidence and turned to the charity Breaking Barriers for help finding employment.

After securing a place on Ready2Work, Dora spent several weeks at Deloitte. She felt fully supported throughout and her confidence improved dramatically. Dora was subsequently offered the position of housekeeping supervisor at Deloitte's London campus and even voted the Ready2Work candidate who had progressed the most by her peers.

“

I am grateful for the opportunity that I was given, which has really opened doors for me.”





Together with our partner organisations and charities, the Mitie Foundation has created three additional variations of Ready2Work. These programmes are tailored to the needs of candidates who face specific challenges in showcasing their ability and potential.

Ready2Work – Military

Aligned with Mitie's proud commitment to the Armed Forces Covenant, the Ready2Work Military programme supports veterans in finding civilian roles in facilities management. Mitie recognises that servicemen and women have unique skills and training that can add real value to the business.

Ready2Work – Enable

The Enable programme assists participants with a disability or learning difficulties, and also supports both Mitie and the organisation's clients in providing such candidates with sustainable employment.

“
The
Ready2Work
programme
is simply an
extraordinary
adventure
that has a
tangible effect
on all those
connected to it”

Jan Srna,
Contract Manager,
Hinchingbrooke Hospital

READY2WORK CASE STUDY

JEFF

Jeff Barr has learning difficulties and epilepsy. After leaving school he struggled to secure work and faced many disappointing rejections. Looking back, Jeff realises this had a negative impact on his mental health and made him prone to anxiety attacks.

Jeff was referred to Ready2Work by his Job Centre advisor. The programme was tailored to provide work experience for candidates interested in working in cleaning, and Jeff was placed at the NHS Hinchbrook Hospital, Cambridgeshire.

Despite his initial reservations, Jeff pushed himself and performed so well he was offered a full-time job following the placement.

“

I'm on cloud nine. This is the best opportunity of my life! Working is so much better than not working.”



Ready2Work – Beyond Bars

Working with charity partners that focus on rehabilitating ex-offenders and helping those at risk of offending, Beyond Bars breaks down barriers and checks negative perceptions of people with criminal convictions.

Praise for Beyond Bars

“Since 2013, Working Chance have worked in partnership with Mitie Foundation placing over 20 women with lived experience of the criminal justice system into the Ready2Work programme. As well as having placed a number of women into paid roles through Mitie, the Ready2Work programme has proved to be an excellent stepping stone in supporting candidates with their long-term career goals and aspirations.”

Working Chance

Participant referral partners:

The Ministry of Defence
partnering with Right Management
Person-centred care
Department
for Work &
Pensions
The voice of
learning disability
WALKING
WITH
THE
WOUNDED
WORKING™
CHANCE
RECRUITMENT
REDEFINED

GIVING BACK

Mitie is committed to enriching the communities in which the organisation works and to addressing inequality in society.

In support of this, the Foundation manages the company's employee volunteering programme, Giving Back. Mitie colleagues can use their annual volunteering day to support good causes in their locality.

Mitie has made a significant five-year pledge by committing to 1,000 employee volunteering days during financial year 20/21, increasing to 2,000 by 24/25.

Mitie's 5-year volunteer pledge

Financial Year	Days	Hours
2020/21	1000	8,000
2021/22	1250	10,000
2022/23	1500	12,000
2023/24	1750	14,000
2024/25	2000	16,000

“The students all had a wonderful day and the feedback was extremely positive. A few of the students hadn't been to London before, so it was an eye-opening experience!”

Rachel Costoya, Garforth Academy Teacher

CASE STUDY

INSPIRING THE NEXT GENERATION

As part of our charity partner Career Ready's 2019/20 support programme, several Lloyds Banking Group team members from Mitie's Thorpe Park office in Leeds registered to work with Year 2 students from nearby Garforth Academy.

Career Ready helps young people from lower-income backgrounds kickstart rewarding careers by delivering a programme of workplace visits, mentoring, career skills masterclasses, paid internships and other employer-led activities in schools and colleges across the UK.

The 2019/20 programme launched with a trip to London for the Garforth Academy students, including a visit to Mitie's Shard HQ to get a glimpse of what it's like to work in facilities management.



Mitie colleagues can volunteer with the Mitie Foundation and have the opportunity to provide mentoring, conduct mock interviews and assist Business Challenge Days. Volunteering is also available with several partner charities aligned to Mitie's social value framework. This ensures an exciting range of volunteering options.

Charities



Typical opportunities include:

- 12-month student mentorship; Supervise students on paid internships; Deliver employability workshops & masterclasses and host workplace visits.
- Support with the delivery of a variety of employability / career workshops to students and signing up to be a school governor.
- Fundraising and Practical Skills such as painting, gardening and deep cleaning
- Fundraising and advocacy
- Retail, fundraising, stewarding, plus donating skills for the day and employability skills.
- Volunteer in a shop on your own or as a team, become an representative, fundraise or steward at an event.
- Shop retail; advocacy; stewarding and fundraising

BUSINESS CHALLENGE DAYS

Sometimes the challenge of an interview can be the very thing that prevents a perfectly capable candidate getting a job, particularly those with perceived barriers to employment. With limited time to impress and the possibility of unconscious bias working against them, the experience and talent they offer can be overlooked.

Business Challenge Days are fun Dragons' Den-style events that connect companies with such marginalised individuals. By allowing candidates to showcase their abilities outside an interview scenario, the day serves as an excellent alternative to more traditional recruitment methods.

The Foundation-delivered events have proved particularly successful with the homeless, young people, those with disabilities and ex-offenders.



TRUSTEES



Chair – Baroness Philippa Couttie



I am delighted by the considerable progress detailed in this report. The Mitie Foundation is not only widening its reach and bringing a more diverse range of candidates closer to finding employment, but also convening volunteering opportunities for Mitie colleagues with several partner charities.

How rewarding it is to see those who have struggled to find work obtaining the crucial help they need to get jobs, and for charitable organisations to benefit from the hard work and goodwill of Mitie's workforce.

Undoubtedly there are challenging targets to be met, and there is a lot to achieve in the days ahead. Together with the Board of Trustees, I extend my thanks to everyone involved in meeting these goals. Your efforts are truly exceptional. ”



Trustee – Jasmine Hudson



Trustee – Rebecca Faulkner



Trustee – James Gilding



To find out more about the Mitie Foundation
Email foundation@mitie.com.
Twitter: @MitieFoundation
LinkedIn: Mitie Foundation

