

The Ecologic Culture Handbook

WORKING TOGETHER!

What is culture?



Cult'ure

the set of shared attitudes, values, goals, and practices that characterises an institution or organisation.

The environment we provide to our team is important to us, not only in terms of your safety but also importantly in terms of how you feel at work and the support that is offered.



Welcome to Team Ecologic

We understand that starting with a new team can be daunting, there can be a lot to remember, the new role, the new names, and getting to grips with the company.

This document has been created by people in your position and we want to make your first few weeks at Ecologic as easy as possible.

Use this handbook as a guide to help you settle in. It will help you understand our reason for starting Ecologic and our vision for the future.

We hope you enjoy your first few days and weeks here. If there is anything we can help you with, just ask.

Contents

Page 5- Who is Ecologic

Page 15- What we offer to our customers

Page 20- Working at Ecologic

Page 31- Things you need to know



Who is Ecologic?





Who we are

Our passion and over twenty years of experience in building with sustainable methods have inspired us to focus on the manufacturing and installation of SIPs (structural insulated panels).

Ultimately, our ambition is to empower homebuilders and industry professionals to create design-led, eco-buildings using sustainably-sourced materials and low-impact methods.

With a proven track record in crafting modular, high-end luxury beach lodges, we now specialise in the manufacture and installation of SIP panels, producing resilient building solutions with long-lasting environmental and lifestyle benefits. Every panel that we design is made in-house at our New Forest workshop in Dorset.





At Ecologic, each home we construct and every interaction we have holds significant value. Our goal is to create a lasting impact and leave behind a positive legacy that we can be proud of. We strive to make the world a better place, one building at a time.

Pete Samson,
Founder Director





Company Vision

Empower homebuilders and industry professionals to create design-led, eco-buildings using sustainably-sourced materials and low-impact methods.

Our Values

Our company values
are;

- ❖ Care
- ❖ Inspire
- ❖ Craft





Structurally Insulated Panels (SIPs)

What are SIPs

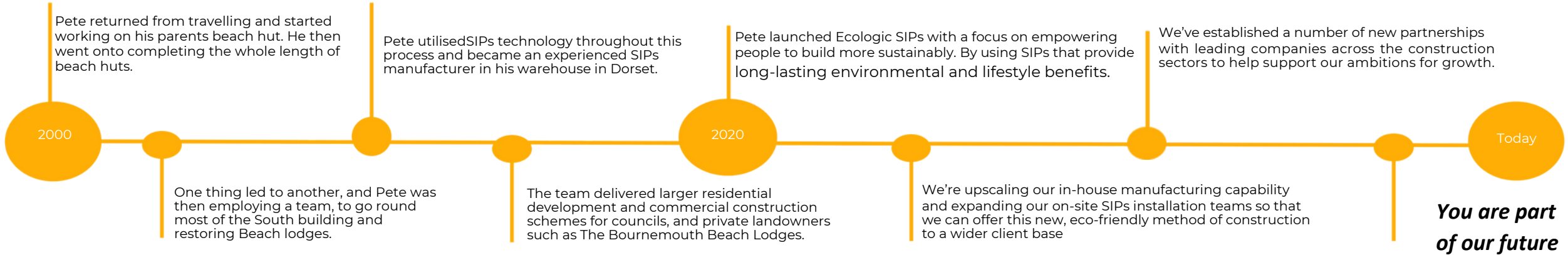
SIPs consist of two outer layers of Oriented Strand Board (OSB) sandwiched around an Expanded Polystyrene (EPS) foam core.

Each composite panel is robust, lightweight and extremely strong –up to seven times stronger than a timber frame. SIPs are incredibly well insulated and airtight, resulting in a structure that requires less energy to heat and one that provides better air quality for the user.

SIP panels have been used in the USA, Canada, Japan and Europe since the 1950s where they have become a mainstream building material for constructing homes. Now, SIPs are becoming increasingly popular here in the UK.



Our story



SIPs Projects



Meet the senior team



Pete Samson
Founder Director

Pete has led Ecologic on a 20+ year journey from humble carpentry beginnings to one of the leading SIPs manufacturers in the UK.. Inspired by protecting the environment and his love of the outdoors. You'll often find Pete on the water either surfing, sailing, or windsurfing.



Alex Ainsworth
Managing Director

Alex joined Pete in 2020 and was pivotal in the change in direction of the company, helping shape Ecologic into the company it is today. You'll find Alex spearfishing, foraging or playing music.



Mike Smith
Commercial Director

Inspired by Ecologic's vision Mike joined Ecologic in 2022 after spending 10 years working in the charity sector and overseas. You'll find Mike either in the water, running or on the golf course.

What we offer our customers





Why Ecologic

- ❖ All made in the New Forest National Park
- ❖ We're experts in SIPs design and installation
- ❖ We're open, honest and approachable
- ❖ We care about your experience as a client
- ❖ Our SIPs build system is sustainable
- ❖ We have 'Excellent' reviews on Trustpilot



Our Accreditations



Care is a core value of our company ethos; we're committed to delivering service and quality that exceeds current legislation and regulatory requirements and strive to provide our clients with an exceptional experience throughout. We are proud members of the Structural Timber Association and have been awarded 'STA Assure Gold' status at our first audit in 2022 – the highest level of achievement.



The STA's mission is to enhance quality and drive product innovation through technical guidance and research, underpinned by a members' quality standard assessment – the STA Assure Membership and Quality Standards Scheme.



For years now, we have been working on streamlining our management and quality systems and are delighted to announce that alongside STA Gold Assure we have also secured our CATG SIP Mark and ISO9001 accreditations in 2022



Project benefits of SIPs



Year round construction

Unlike traditional methods of construction which rely on good weather for wet trades, bricklayers and on-site process. SIPs are erected regardless of the weather, meaning there's little or no disrupting to follow on trades. This reduces both the length and cost of the build process.



Cost savings

A faster build program reduces the overall on-site costs due to reduced project management, cost of hiring scaffolding, plant, temporary accommodation, safety and security equipment, resulting in earlier cash recovery, improved cash flow and increased capacity. Other key cost saving include reduced foundation requirements, waste disposal and labour.



Program certainty

Your main contractors can plan the program with certainty around our SIPs installation. Reducing delays and increasing efficiency of achieving the program end date.



Reduced cost of borrowing

Rapid build times and program shrinkage dramatically reduce the interest payments to investors or funders.



Increased space

SIPs roof structures do not require roof trusses and will provide an open, habitable warm room in the roof. This can allow a three-bedroom house be transformed into a spacious five-bedroom house with the same size plot.



Value added

SIP structures are more attractive to many future buyers or investors and often achieve a much higher sale price. In part, thanks to the inexpensive running costs of a SIP's structure and the vast number of environmental benefits.



Part L – reduced costs on SAPs

SIPs can provide a fast and efficient method to achieve the high levels of insulation necessary to meet current building regulations, often at more reasonable wall thicknesses than other building methods.

'SIPs panels can offer significant benefits in air tightness and in mitigating thermal bridging and other gaps over traditional' Sean Mills, Build Energy



Time to install

'SIPs make it easier to predict project completion times as the system is simple to erect, requiring less time on site and fewer specialist tradespeople.'

SIPs can be erected up to 60% faster than traditionally constructed buildings.



8 Ways SIPs help the environment



Eco Friendly

The EPS insulation is 98% air and 2% plastic. OSB uses 35% less timber than traditional building methods.



Reduced cold bridging

Up to 50% less energy required to heat a room. Typically, SIPs panels will give U-values as low as 0.13 and significantly reduce cold bridging.



Sustainable timbers

The timber used to create the outer skins and structural framework of our SIP panels come from FSC accredited plantations.

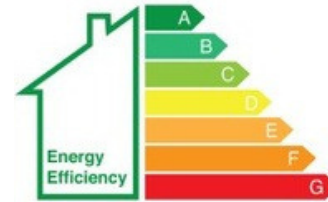


Thermal image of a conventional build.

Reduced heat loss

SIPs can outperform other building methods in virtually every environmental category because the insulation is a core component of the system rather than an add-on. Timber is naturally low in thermal conductivity and it's 15 times better as an insulator than concrete, 400 times better than steel and 1770 times better than aluminium.

Thermal image of a SIPs build.



Improved energy efficiency

Building with SIPs can reduce carbon dioxide emissions from homes. Currently, 27% of Britain's carbon dioxide emissions is attributed to leakages from homes. This can be significantly reduced by lowering down domestic energy consumption and well-insulated SIPs panels are the ideal solution.



Shorter supply chain

Only requiring 4 main ingredients we have minimised our supply chain which not only brings the cost down to you but also reduces congestion, noise and air pollution.



Less Waste

Specialist design and cutting systems ensure that waste is kept to an absolute minimum and where possible, any excess materials can be recycled or repurposed on smaller-scale projects.



Reduced foundations

The lightweight SIPs shell reduces the need for heavy machinery on site and reduces the need for concrete production. Both of which massively help the environment.

What our customers say about us



4 Oct 2022

We have been delighted working with Ecologic

Ecologic have been great to deal with from start to finish with us on our 4 bed 370sqm SIPs new build house. Lots of work with us and our architect to take his design forward with SIPs as the build system - great work by Rich and Sarah. And with Arthur helping out and liaising with our builder who was new to SIPs. George's team installing on site were also first rate - even in 40 degrees of heat! 17 days of construction from slab to structure complete - awesome. Thanks Pete and your team.



30 Dec 2022

Really happy... Thank you.

This review comes embarrassingly late (just two years after the build!), but this means that I can say that as well as being really happy with both the product and the support that I received, I'm able to say that the building performs really well too. I built a boiler/utility room (myself!) in my garden and Pete and the whole team were brilliant from start to finish - very patient and very helpful to a novice like me. I got loads of help with the design and then advice on the build after the panels had arrived. I don't hesitate to recommend Ecologic to anyone. Thanks guys.

Date of experience: 01 January 2022



2 Nov 2022

Great choice working with Ecologic

Great choice working with Ecologic, as a company we have worked with many prefabricated/ timber frame systems. Having seen a few SIPS structures being constructed over the last few years thought would be great system for my own property.

The panels have been incorporated into an extensive refurbishment to form a new first floor. Ecologic have planned and managed every step seamlessly.



24 Nov 2022

FAB firm.

FAB firm.

Really pleased with our SIP build.

The team at Ecologic really responsive.

Quick efficient installation. Team worked really well together.

All materials delivered without a hitch and glulam and steels installed like clockwork.

Little waste from install and what is left can be recycled.

Really pleased and would recommend wholeheartedly.

Thanks Ecologic

[Read our most recent on Trustpilot.](#)

Working at Ecologic





We all believe in inspiring change within the building sector in a bid to become more sustainable.



What the team say



Grant Rowe

Workshop Manager

The team and culture at Ecologic is fantastic, being able to look forward to coming to work is a great feeling.



Sarah Hallsworth

Data Analyst

Ecologic have been brilliant and supporting me through three different roles within the company where i've been able to grow personally and professionally.



Jacob Thomas

SIPs Consultant

Its a great balance between hard work and fun, the people we have an the environment is really rewarding.



Our people approach:

Put the customer first

How you behave is important to us and ensuring our customers are not just satisfied, but delighted is key.

Work hard

We all work hard but in the words of Dolly Parton
"Never get so busy making a living that you forget to make a life"

Use common sense

We encourage uniqueness at the same time as valuing common sense. Common sense is seeing things as they are; and doing things as they ought to be.

Focus on the environment

Providing a safe place for our team to work.

Whilst continually focusing on the impact we have on the environment and ensuring we are being sustainable

Always be learning

Learning keeps us relevant and prepares us for the unexpected. As they say, every day is a school day

Support your colleagues

Supporting others is important, but so is asking for help. We encourage a culture of open communication throughout the organisation

Have fun

"People rarely succeed unless they have fun in what they are doing."

Dale Carnegie

Foster diversity and inclusion

Diversity and inclusion brings about better discussions, decisions and outcomes.

Meet the team

At Ecologic, our team members are incredibly important to us. Though we are a small group, we all share a passion for adventure and a deep appreciation for the environment. Our team includes skilled bio-climatic designers, craftsmen builders, construction crews, project managers and office support, all working together to inspire positive change within the building industry and promote sustainability. Each team member plays a huge part in our overall success. Find out who is responsible for each role, by clicking [here](#) to meet the team.





Your benefits

As part of being team ecologic you get access to the below perks



22 annual leave days
+ Bank Holidays



Birthday Off
Your birthday as an extra day
annual leave



24/7 GP access
Access to online GP for your
family



Early Friday finish
(4pm) to start the weekend a little
bit earlier.



Company pension scheme
UK's first zero carbon pension provider.



24/7 mental health support
Access to up to free face to
face, or online therapy sessions
for you and your family



Wednesday BBQ
Breakfast.



Team socials
Beach BBQ, teambuilding,
Christmas and more.



Legal support
Access to up to free face legal
advise

Your benefits

As part of being team ecologic you get access to the below perks



Electric car salary sacrifice scheme



Tech Scheme

Enables you to get the latest tech for less. Save 12% on your NI



Professional training.
Funding for external training courses that add value to the overall business.



Cycle to work scheme.



Friends and family 10% discount on SIP products.



£200 development fund.
To support lifestyle development. Either try your hand at something new or develop one of your skills. E.g. yoga, kitesurfing, pottery classes etc.

Employee Development

We're building a culture at Ecologic where you can grow your skills and career. If there is a course that you would like to do which would benefit your work, please approach your manager so we can set up the support your need to get it done.



Department
specific training



Personal growth
courses



Health & safety
courses

Things you need to know



Your first day

The aim of your first day is for us to welcome you, for you to understand what we do as business, be introduced to key colleagues, and understand our expectations of you.

What you'll do

- Understand how we work
- Check your understanding of Health and safety
- Get a workshop tour
-

Induction process- bring your ID and any requested paperwork

Who you'll meet

- Your line manager
- Alex, our Managing Director
- Mike, our Business Development Manager
- Your team
-

The wider Ecologic team

What you'll get

- Uniform
- PPE (relevant to your role)
- IT equipment & access (role dependant)

What happens after your first day



Your first few days

After your first day, you will be immersed within your team who will teach you the ropes and help you get settled in. You will complete our onboarding programme to ensure you have everything you need.

Your first few months

After 6 weeks we will meet with you to mark your onboarding programme as complete. We will meet with you on month 2 and 4 as interim probation reviews. This will also be your opportunity to share your experience so far and discuss ideas and feedback you may have.

When your probation ends

When your probationary period ends, you'll have a review with your line manager to discuss and reflect on your time with the company so far. We hope by this point you've had the opportunity to build great relationships with your colleagues, see our SIPs in action and attend some of the great social events we hold.



Your how to guide



How to... Set up Monday.Com

Prior to your start date, you will receive an email to your personal account to create a Monday.com account. If you have any questions, please speak with your line manager.



How to... Book & cancel holiday

Please submit and cancel all holiday request via the annual leave booking form on Monday.com

Once you have completed the form it will be submitted to your line manager to approve or reject the request.



How to... Access your pay slip

You will receive a monthly pay slip via e-mail. This will be emailed to you from Cintra Payroll. You can manage your payslips, P60 and other payroll info easily at your leisure.



How to... Call in sick

If you are unwell and not able to work, you must ensure that you phone your line manager at least 30 minutes prior to your shift starting. If you are unable to reach your manager, please call the office on 01425 839 291.



Your how to guide



How to...

Claim expenses

To claim an expense please speak to your line manager to access the expenses form. You must complete this form and present to your line manager with all relevant receipts. Once your line manager has approved your expenses it will be passed onto the Finance team. The team will process expenses weekly. For further information please see the expenses policy.



How to...

Work remotely

If your role allows and with agreement from your manager, you may work remotely as Ecologic's discretion. The only requirements needed for working from remotely is access to the internet and a suitable workstation and environment.



How to... Report a workplace accident or H&S issue

If you have an accident or need to report a H&S issue, please speak to your manager immediately who can support you with your needs and recording this on Monday.



How to...

Access the site

The offices are open Monday-Friday 8am-6pm there is a locked gate, you will be given the access codes and information on parking prior to your first day.



Where to find out policies

There are some really important documents that you can find on Monday.com. You can find these on Monday.com under the office board. We will always encourage you to speak openly with your manager, but as a reference and if you require, please see:



Policies and procedures This includes our policies on

- Uniform
- Anti-harassment & bullying
- Social media
- Holiday and sickness
- Disciplinary & Grievance
- Family Friendly (Adoption, Maternity, Paternity).
- Any many more



Code of conduct This includes our policies on

- Change of details
- Car parking
- Personal security
- Time recording
- Medical appointments
- Any many more



Health & Safety This includes our policies on

- Risk Assessment
- Work equipment
- Manual handling
- First aid & Fire emergency
- And more



Some final legal bits...

Policies and Procedures

Whilst we appreciate that this is not the most exciting part of our handbook, we do ask that you please read our company policies and procedures so that they are clear to you.

If you have any questions or concerns do let us know.

Should we not hear from you, we assume that you have read everything and happy to comply. They can all be found on Monday.com

Data Protection

The Company is committed to being transparent about how it collects and uses the personal data of its workforce, and to meeting its data protection obligations. Our policy sets out the Company's commitment to data protection, and individual rights and obligations in relation to personal data. You can read about this in the handbook on Monday.com

Please ensure that you keep us informed of any changes to your personal information.

Where to find out more





How to find us

GOOGLE MAPS

Search - Blue Gates, Black Lane, Bransgore, Dorset, BH23 8EA
Please follow Black Lane until you reach a set of Blue Gates, with a sign for 'Hampshire Hogs', upon entry look out for our Ecologic branding, we are located on your right-hand side. See images on next page

WHAT THREE WORDS

Due to our remote nature, you may find this easier than Google, please search for outlined.endlessly.player

SAFETY

Please be aware that this is an operational environment with many hazards, including moving forklifts and industrial machinery. We will provide high-vis vest and a brief safety talk ahead of the workshop tour.

PARKING

We do have parking on the site, but it is limited. Please consider car sharing where possible, as this also reduces your carbon footprint and is better for the environment. When you turn into the site please turn left immediately and you will see three customer parking spaces. If those spaces are full we have overflow parking at the back of the site, continue straight down past the Ecologic parking spaces to a dirt car park at the back.

OFFICE OPENING HOURS

Our office opening hours are Monday-Friday 8am-6pm.
The site gates will be open Monday-Friday 9am- 5pm.
If you require entry or exit outside of 9am-5pm please use the code- 9876.
Please do not share the code unless authorised by your manager.



