

## Internship policy

Last updated June 2024

### About Pier

Pier is a communications agency. From our PR roots we have blossomed to a dynamic and award-winning, fully integrated agency. Headquartered in East Anglia, our expert team helps clients across the UK tell their story through polished and captivating communications.

We're a friendly team of 14, with a wider team of freelancers. We're passionate about what we do and our two core divisions – food & beverage and renewable energy.

We deliver a range of PR services, including social media, influencer, events and media relations.

### Meaning of internship

Internships provide practical and often 'hands on' experience for individuals, with exposure to workplace education and career development opportunities. They are short-term supervised placements, typically structured around a set of tasks or a project which has a set timescale. All work set will be approved and reviewed by a line manager.

The Company will offer internships in certain aspects of the Company's work where the work can be structured in a way which is beneficial for both the Company and the intern.

Student placements under college and university education courses are not included within the scope of this policy, as are high school work experience placements.

### Pier internship programme purpose and objectives

Pier partners with education institutions, foundations, or industry bodies to offer internships for the purpose of the education and / or career development of young people who want to work in the PR industry.

Pier's interns will be offered meaningful work that will benefit them and the agency, but will not be expected to deliver substantive work. For example, if the role would otherwise be covered by an employee, then the post would be recruited for in the normal way.

We will create opportunities for our interns to experience different areas of agency work. In return we expect them to play a pro-active role in ensuring the administrative tasks are undertaken in an efficient and timely manner. We will also aim to give them the opportunity to manage their own small PR project; for all of this we will provide on-the-job training and support.

At the end of the internship, interns will be given a formal opportunity to provide feedback on their experience.

## General internship guidelines

The following guidelines will apply:

- the Company will adhere to employment practices and employment legislation for interns
- the Company will follow the [best practice guidelines](#) issued by the Chartered Institute of Personnel and Development (CIPD) and the Department for Business, Energy and Industrial Strategy (BEIS) with regard to providing a quality internship programme.
- the Company will ensure interns are treated with respect and value their input and contribution.

## Overview of an internship at Pier

Our internships follow the below guidelines:

- offered for short periods
- entails working closely with experienced Company employee on day-to-day activities.
- perform tasks under supervision
- has assigned duties that they carry personal responsibility for undertaking
- may have contact with clients
- paid engagement subject to national living wage
- contract of employment issued, subject to a fixed term with statutory minimum notice for either party

Pier internship placements are paid employment subject to the national living wage with the same employment protections as other employees. Individuals in these roles are expected to hold responsibilities to produce work, including standalone work, albeit under close supervision. Pier does not offer unpaid internships.

The Company will be clear in its advertisement as to the realistic possibilities of the internship becoming a permanent position. Interns may wish for their internship to become permanent employment at the end of the fixed term. However, this cannot be guaranteed.

The notice periods for both parties are the statutory minimum. This enables the Company to terminate the internship should it not be successful or needed going forward, either bringing the internship to an immediate end with notice paid in lieu, or with the appropriate notice worked. The Company reserves the right to dispense with the usual disciplinary procedure due to the short service worked. The intern also has statutory minimum notice to serve which gives them the flexibility to obtain alternative work and start any new positions quickly.

## Induction

All new internships will be given a Company induction, which will include an introduction to the organisation as well as personal introductions to those people that the intern will be working with.

All interns will be made fully aware of the relevant Health and Safety Policy and fire procedures.

The induction programme will be configured to suit the type of internship being offered.

The induction will set out the nature of the work to be undertaken during the internship and set out what is involved.

The Company will provide employees under the internships with a line manager for ongoing supervision and development.

### **End of internship**

Upon completion of an internship, the Company will conduct an exit interview to obtain feedback.

The Company will also provide feedback at the end of the internship to the individual.

## **Environmental, Social & Governance**

### **Environment**

Pier is committed to leading the industry in minimising the impact of its activities on the environment. Pier donates 1% of its profits to fighting climate change.

The key points of our environmental strategy include:

- Record and report our carbon emissions and set reduction targets annually
- Meet or exceed all environmental legislation that relates to the Company
- Minimise waste by evaluating operations and ensuring they are as efficient as possible
- Minimise toxic emissions by using public transport or car sharing as appropriate, using one of Pier's hybrid or electric fleet vehicles where possible
- Work remotely (home working) where possible to reduce impact on the environment
- Actively promote recycling both internally and amongst its customers and suppliers- including the use of recycled paper and packaging
- Source and promote a product range to minimise the environmental impact of both production and distribution
- Support local businesses and source local products
- Transmit electronic documentation wherever possible
- Encourage the efficient use of energy and water – turn off lights & taps, power save on PC's etc.
- Train employees on environmental issues

You can view our Carbon Reduction Plan here: <https://www.pierweare.com/wp-content/uploads/2024/06/2024-Carbon-Reduction-Plan.pdf>

### **Diversity, Equality, and Inclusion**

Please find below our most recent performance review:

- Annual internship with the Taylor Bennett Foundation – we are now in our third year (2024)
- Ongoing commitment to DEI from recruitment stage – included on all job adverts
- Investment in MD training on diversity as part of agency summit attended
- Performance review on previous slide shows higher than industry average of 35-44s
- High percentage of staff with dependents
- Flexible working offered and high percentage of part-time staff on hours which suit them
- Robust wellbeing support programme
- We have added stronger processes for capturing our metrics, including optional data for new starters and checking in on disabilities and/or medical conditions we need to accommodate in our anonymous staff survey, and use industry benchmarking to track our progress

### **Our commitment to Diversity, Equality, and Inclusion**

At Pier we know that our people make us who we are. We actively seek talented individuals who embody our core values, working with integrity to produce an impactful client experience, underpinned by solid industry knowledge.

It is our firm commitment that no-one, including our interns, will receive less favourable treatment before or during employment with Pier on the grounds of age, disability, gender, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic background), religion or belief, sex, or sexual orientation.

We offer flexible working to help create a stimulating, accessible and supportive working environment based on mutual respect and trust where equality of opportunity is offered to all our employees, including interns, as well as our clients, and job applicants.

If you would like a copy of our full Equal Opportunities and Diversity Policy or wish to discuss any accessibility requirements for the recruitment process or the role, please contact us and we will be happy to discuss.

We recognise there is more to do to improve our diversity and are actively encouraging applicants for internships from a wide range of backgrounds.