

Over 2,500 people work for PlaceMakers. We believe that every person who works for PlaceMakers is an important partner in the PlaceMakers team. Here are some of the tools and benefits employees can use in PlaceMakers.

Tools

Employment Agreements

Everyone who works for PlaceMakers will have an Employment Agreement that meets employment law in New Zealand. Your employment agreement comes in 3 parts;

- Your employment details the things about your employment that are unique to you
- The Employment Agreement the things about your employment that are true for everyone
- PlaceMakers rules the 'go' and 'no go' areas within PlaceMakers and the branch where you work

Job Responsibilities

Everyone who works for PlaceMakers will have a job description that makes it clear what we expect of you in your role. This means that both you and we are able to measure your success in PlaceMakers.

Please remember that your job description is 'live', this means that as your job changes to meet the needs of customers, your job may change too.

Performance Reviews

It's important to us that you know what you're doing well, where you could do better and how you can develop. That's why your manager will review your performance with you – at least once a year.

Personal Development

There's plenty of ways you can grow in PlaceMakers – you can work in the showroom, yard, drive thru or in the office. You can be a supervisor or a manager - or you can work in National Office. And if you want to learn new skills, there's quite a few PlaceMakers training courses you can attend. You'll find the list of courses and dates' they're running on the PlaceMakers Event Calendar ([link](#)).



Fletcher Building Limited also funds courses that are run in Auckland. These courses range from Financial Planning, Sales Management through to Emotional Intelligence. These courses are free to you.

And if there's an external course you would like to go on, such as learning more technical skills or working towards a diploma or degree, you can ask the Fletcher Employee Education Fund for help. See below for more details.

Benefits

There are a number of benefits you have access to as an employee of PlaceMakers. These include;

Southern Cross Medical Insurance

You can get discounted membership of Southern Cross for you and your family. There are a number of schemes you can choose that will give you peace of mind in the event of injury or illness. Southern Cross also offers PlaceMakers people travel insurance and range of other services. To find out more, take a look at www.southerncross.co.nz or phone 0800 001 163.

Employee Assistance Programme

EAP offers you a wide range of free and confidential services if you come across problems that feel too large to handle on your own. These include problems at work, with your finances, with families or relationships, with drugs or alcohol, stress, anger or grief. Counsellors will see you within 48 hours of you contacting them – at no cost to you. And the service is confidential so nothing gets fed back to your work or to your manager. Take a look at www.eapservices.co.nz or call confidentially on 0800 327 669.

Fletcher Welfare Fund

The Welfare Fund provides financial assistance to;

- The family of an employee who dies
- An employee who through permanent disability can no longer undertake work of any kind
- An employee in unexpected financial hardship relating to personal accident or sickness.

For further information on the Welfare Fund, ask for a copy of the Fund brochure or contact Sue Patterson on (09) 525 9346 or sue.patterson@fb.co.nz

The Fletcher Building Discount Card



Gives employees access to a large number of companies and services on a discounted basis. Ask for a copy of the brochure locally.

Employee Education Fund (EEF)

This trust fund has been set up to help all permanent employees and their families. Funding is available for a number of options including professional development. If you would like to develop yourself further, for example by starting a diploma or learning about a new technical area, you can apply for funding to cover your course costs. All permanent employees are eligible – whether you work full or part time. To apply, complete the Employee Application Form ([link](#))

The EEF will also assist you with providing special education to your dependent children. To apply, complete the Employee Application Form ([link](#))

Other programmes are funded by the EEF especially for your dependent children. These programmes may change from time to time and further information can be found in the EEF brochure. During 2005/6 the following programmes are available, amongst others.

Bridging the Gap

Is a programme run for 8-12 years olds run by the Global Youth Foundation. The programme is designed to encourage children to reach their full potential at home and at school and to support families to improve their communication. To find out more information, get a copy of the EEF brochure from your branch or take a look at www.globalyouth.co.nz.

Discovery

Is a high energy, seven day residential programme for teenagers aged between 14 to 18 of all skills and abilities. Run by the Global Youth Foundation the programme shows teenagers how to learn quickly, confidentially and successfully and how to raise their true potential. To find out more information, get a copy of the EEF brochure from your branch or take a look at www.globalyouth.co.nz.

Outward Bound

The first programme 'Mind, Body, Soul' is designed for 16 – 18 year olds and helps them to explore attitude, self esteem, motivation and discovers untapped potential. Teenagers learn to take greater responsibility for themselves and develop care and concern for others. The programme lasts for 3 weeks.

The second programme called 'Classic' is for 17 – 26 year olds and focuses on the development of self awareness and inner strength. Outcomes include improved communication and confidence, responsiveness to challenge, ability to bounce back



from failure, tolerance for difficulty and ability to relate well to others. Further information on these programmes can be found in the EEF brochure or at www.outwardbound.co.nz

Spirit of New Zealand

Is available to a limited number of young people aged between 15 and 19 years. Voyages of 10 days duration sail from the Bay of Islands to Stewart Island. See the EEF brochure for more information on how to apply for this programme.

American Field Scholarships

AFS sends New Zealand Secondary School students on year long programme exchanges to more than 30 countries around the world. This programme is for full time students in year 11, 12 or 13 and who are flexible, self confident, tolerant, able to mix well with others, open minded, willing to learn, interested in other cultures and accepting of other's views. To learn more, phone 0800 600 300 or e-mail info_newzealand@afs.org

