



Optima Systems Consultancy Culture Booklet

A company where you can belong



Welcome to Optima!

LETTER FROM CHRIS

I would like to personally welcome you to the team.

Optima is made up of exceptional, curious people with a passion to get things done better. Our reputation gives us the opportunity to work on world-class projects and make a difference. We take pride in being ready to learn whilst supporting and respecting others' contribution so that we may all enjoy what we do.

We strive to deliver exceptional value for our clients but we think that business has to balance with life. We're all about our people and we want to ensure that you are happy and healthy in your work.

As you step into your new role, we are here to offer you all the support you need to achieve success. You're part of this amazing journey and all the discovery that comes with it.

Hope to see you aboard!

Chris Lamb, Managing Director of Optima Systems Consultancy





Let's get acquainted!



Who We Are

- Our Mission Statement
- Our Vision
- Our Specialism
- Our Values



What We Believe

- Our Common Traits
- Inclusive & Positive Culture
- Training & Development
- Fostering Mental Health & Wellbeing
- Advancing Equality, Inclusion & Diversity
- STEM Drive and SE Outreach
- Building a Sustainable Future



Benefits & Perks

- Share Plan & Group Pension Plan
- Life and Health Insurance & Group Income Protection
- Benenden Healthcare Scheme
- Family Support (Enhanced Parental Leave)
- Cycle to Work Scheme



Life @ Optima

- Newsletters and Quarterly Comms
- Clubs and Activities
- Social Events
- Community Support

Who We Are



Optima is an independent Systems Engineering and business consultancy that combines in-depth technical expertise with broader business consultancy disciplines to scope and solve clients' complex problems.

OUR MISSION

"To provide premium, independent and balanced business, management and technical consultancy by using exceptional systems thinking, delivering optimal results for complex challenges.."



“To be recognised as the leading
SME for Systems Engineering
in the UK.”



Who We Are: OUR SPECIALISMS



Our client base includes government departments, major industrial prime contractors, and specialist technical consultancies in the Defence, Nuclear, Space, Aerospace, Transport and Utilities sectors. Our end-to-end Systems Thinking approach however transcends sectors and can be applied to a wide ranging societal, organisational, and technical challenges.

We pride ourselves on delivering exceptional and bespoke solutions to our clients with sharp methodology, minimal red tape, and genuine drive for quality. In short, we enable client success.



Who We Are: OUR VALUES



"At Optima we see the opportunity in every difficulty."



CARING

We actively and thoughtfully support each other.

- We care intensely about our people, our customers and Optima's success.
- We foster an environment that prioritises mental & physical wellbeing.
- We recognise that business must balance with life.



CONTRIBUTING

We are keen to create value for wider society & make a difference.

- We help Optima & our clients thrive and grow.
- We go the extra mile, use our initiative, and bring in wider knowledge.
- We strive to create value for wider society.



TRUST

We believe that trust is critical to our collective success.

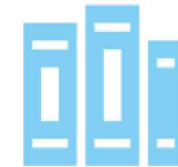
- We are approachable and collaborative rather than competitive with each other.
- We are accountable for our actions and understand the impact of them.
- We recognise how we fit into the bigger picture and never compromise our integrity.



ENJOYMENT

We find fun through work and value individual talents.

- We enjoy each other's company & get inspired by others' skills and talent.
- We celebrate achievements and encourage each other.
- We relish the variety and mentally stimulating challenges at work.



LEARNING

We are curious, keen to learn & strive to improve ourselves.

- We look for a better way and are unafraid to consider new, untested approaches.
- We help build and use our collective knowledge and intellectual capital.
- We seek to continually acquire new skills and knowledge.

What We Believe: INCLUSIVE & POSITIVE CULTURE

Our Culture is inclusive and positive: we seek to be, and strive to achieve, the best.

- No spin culture - tell it as it is
- Business Processes are to be useful, not burdensome
- Open management style
- Business environment always prioritises wellbeing
- Time is more important than trivial expense saving
- Excess hours should be occasional, not regular



“Being ready to learn whilst supporting and respecting others’ contribution so that we may all enjoy what we do.”



What We Believe: OUR COMMON TRAITS

- We have a compelling need to understand the bigger picture, and insist on an end-to-end view, even if it's not strictly within our remit.
- We collaborate within the team to enrich client delivery because we understand that several heads are better than one, even if it's a clever one.
- We value intelligence, we're fascinated by new ideas, technology, and concepts, and think deeply about everything we do.
- We're flexible and responsive so we deliver what's needed.
- We're comprehensive and meticulous and known for the superior quality of our work.
- We empathise personally with our clients and develop long-lasting relationships.
- We know that business must balance with life and that people matter.



“We want to be recognised for providing premium, independent and balanced business, management and technical consultancy .”

What We Believe: TRAINING & DEVELOPMENT

- Our training strategy provides the team with a common language and definitions for our view of Systems Thinking and Systems Engineering
- We actively build our consultants' soft skills and systems knowledge to make our client experience as positive as we are able.
- Continuous learning is always front and centre as a crucial element of our personal development plan. Each year we identify the development needs for every individual to match both their aspirations and the market demands.



“At Optima, we enjoy finding intellectually challenging responsibilities and activities to fulfil our career aspirations and growth within a supportive environment.”



What We Believe: FOSTERING MENTAL HEALTH & WELLBEING



You are the Most Important Part

Optima is nothing without you, so your mental and physical health and wellbeing is our main priority!

We will always endeavour to provide as much support as we are able in any circumstances. If, at any time and, for any reason you feel that things get too challenging or you need more support, let us know; we will always listen.

"At Optima, we regard spotting the early indicators of mental health difficulties as part of our duty of care.

We apply this care amongst our colleagues, and beyond in our client organisations and wider lives.

Doing so not only treats people well, but it also assists with overall performance and general wellbeing."



MHFA England

**I'M A
MENTAL
HEALTH
FIRST
AIDER**

#MentalHealthFirstAid

Mental health should carry no stigma but full support and understanding.



Optima
Systems Consultancy



What We Believe: ADVANCING EQUALITY, DIVERSITY & INCLUSION



Bring Your Whole Self to Work

We are committed to accelerate equality and fostering an inclusive work environment where each of our people feels like they belong. We will protect all characteristics of our people and clients and play our part to build a world where everyone can belong and thrive.

At Optima, we aim to:

- Support the inclusion & diversity efforts in the sectors we operate in.
- Sponsor and facilitate events and activities with EDI focus.
- Collaborate with EDI workgroups within the engineering society and Defence / Nuclear sectors.
- Continue to raise our people's awareness via continuous training and workshops.
- Recognise and celebrate female engineers and help promote inspiring role models for the future generation of engineers.



International Women's Day

#ChooseToChallenge

#IWD2021

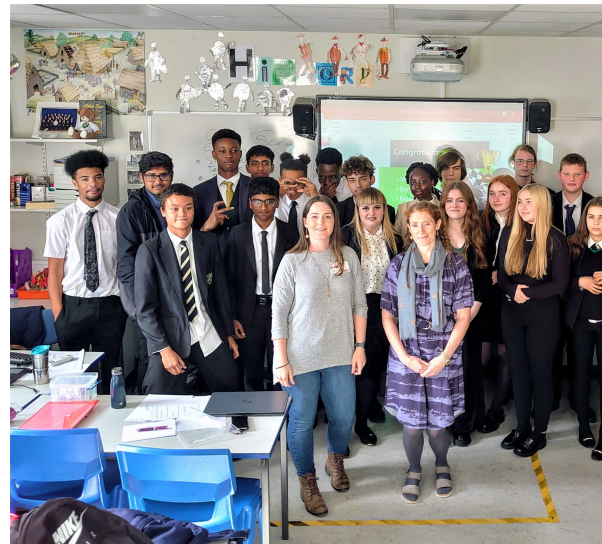
What We Believe: STEAM DRIVE & SE OUTREACH



Optima aims to encourage the subjects of Science, Technology, Engineering and Maths (STEM) in schools and universities to inspire and position young people for careers in related professions. We bring our best skills, talent, and assets to help the next generation to thrive in tomorrow's digital economy whilst providing stimulating careers for our people involved.

We particularly focus on stimulating Systems Thinking skills and awareness of Engineering career opportunities, especially in Systems Engineering. We achieve this by playing our part in expanding and inspiring the future talent and injecting diversity through our involvement in Systems Engineering Outreach activities with appropriate professional bodies, whether it's via holding influential positions and/or supporting initiatives with a shared focus.

“As a Systems Engineering consultancy, Optima has a stake in the next generation’s professionals, the profession itself and the enhancement of the value it provides to wider society.”



What We Believe: BUILDING A SUSTAINABLE FUTURE



Optima is committed to operate and grow the business sustainably and support initiatives and activities that are aligned to address climate change and transition our society towards a low-carbon economy.

We all seek to learn more about, and make climate-smart choices at work and outside of work, and support the business to continuously improve its operations related to travel and energy used in office and ICT.



Make a positive impact



“We aim to support the efforts to solve these complex and multi-sector sustainability challenges, especially where we have insight and assistance to offer through the use of a Systems Approach and Systems Engineering practices.”

Benefits & Perks: SHARE PLAN & GROUP PENSION PLAN

Our **Share Plan** option is available to all employees for purchase. A potentially tax efficient way to build savings, it provides for annual investment yield by dividends linked to profits, and growth in value on sale linked to company valuation.

We provide a **Group Pension Scheme** with Royal London. Under the scheme, we provide free pension advice through our advisors on an ongoing basis. Optima contributes 8% of salary as employer pension contribution.



You are
Valued
and
Cared for



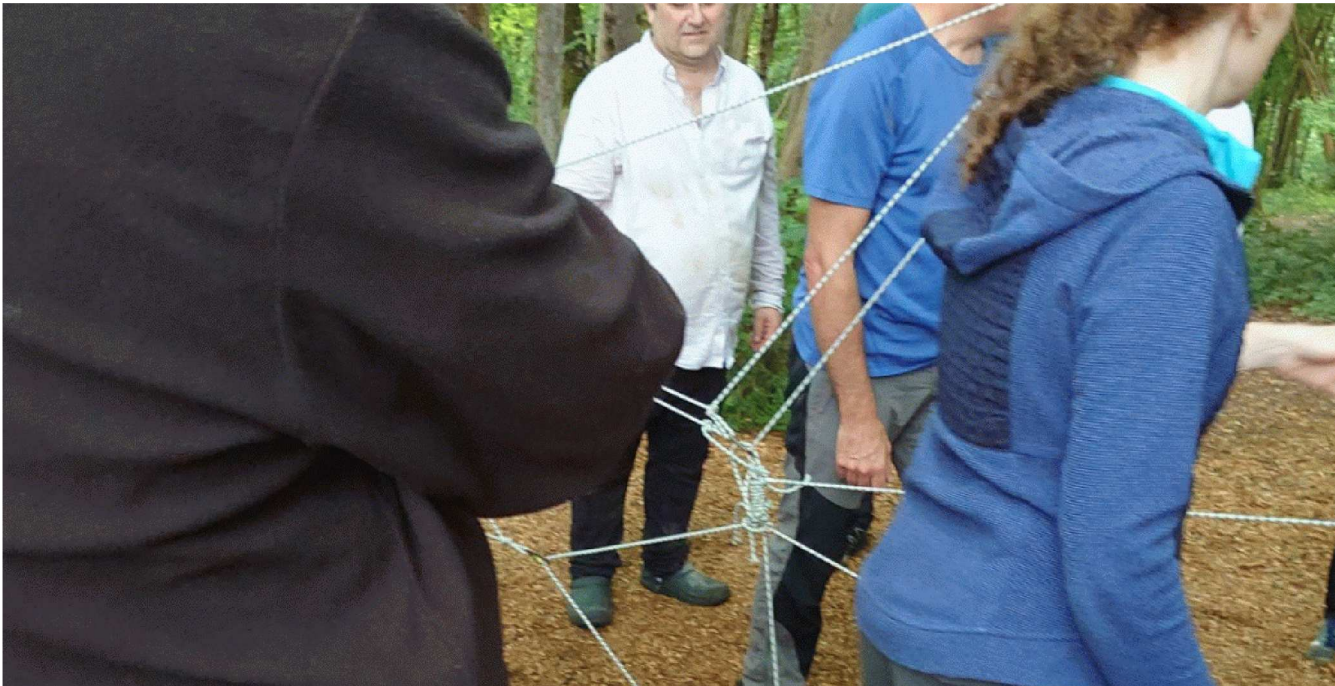
Benefits & Perks: LIFE AND HEALTH INSURANCE & GROUP INCOME PROTECTION

We provide **Life Insurance** to all employees, providing a cover of twice the annual salary. Optima also provide an opt-in **Private Healthcare** to support everyone's health and wellbeing.

All our employees also benefit from the **Group Income Protection Scheme** that provides a regular income for periods of protracted illness, covering 75% of salary.



You are
Supported



Benefits & Perks: BENENDEN HEALTHCARE SCHEME



- 24-hour telephone counselling service and up to 8 counselling sessions a year
- Information and advice lines on debt management, legal concerns, relationship issues, family-related concerns, health problems
- Information and advice related to mental health, fitness, nutrition/diet and work/life balance



"We partnered with **Benenden Health** as our sponsored private healthcare provider to look after our people's health and wellbeing.."

Benefits & Perks: ENHANCED PARENTAL LEAVE



Our **Enhanced Parental Benefits** exceed the statutory levels of Maternity, Paternity, Adoption and Shared Parental Leave/Pay and provide substantial support to new parents in an inclusive manner.



"Giving parents more choice and flexibility to combine work with childcare responsibilities mean that more parents are able to work in jobs that match their qualifications and experience."

Benefits & Perks: CYCLE TO WORK SCHEME



You can improve your commute, save on your cycling and improve your health by joining the **Cycle to Work** scheme!

It provides for significant tax discounts on bicycles and related equipment that allow you to cycle to work. You can save on a cycle to work package of any value and we have showers and bike repair tools in the office to help you sustain a healthy lifestyle.



Commute your way!

With Cycle to Work Scheme, you can save money on your new bike and accessories and spread the costs with interest-free credit.



LIFE
@
OPTIMA



Life @ Optima : NEWSLETTERS & COMMS EVENTS

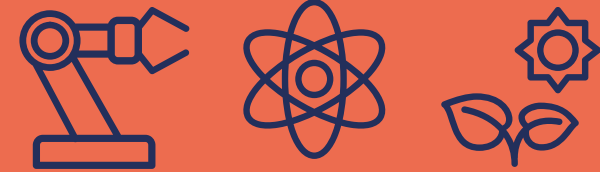


We keep everyone informed about the state of the business, our working patterns and any changes that may affect you via a number of channels, such as monthly newsletters, quarterly communication events and staff forums.

Other, more informal ways of connecting regularly include monthly curry nights, lunchtime meetings, client-site coffee/lunch meetings, family BBQ and an annual business event when we all get away from the office for an afternoon activity.



Life @ Optima: CLUBS & ACTIVITIES



Join the club!

We have a broad mix of clubs and interest groups to connect with colleagues and pursue your interests outside of work, and who knows, you might even discover some new ones!

You can join our cyclists for rides around Thornbury, have a go at designing and creating objects with 3D printing, volunteer to encourage young people's interest in STEM or swap seeds & tips on our Growers WhatsApp group. It's up to you!

Optima Clubs:

Cyclists Club

STEM volunteers

Walking Club

Beer tasting Club

Makers Club

Optima Growers

...



Life @ Optima: SOCIAL EVENTS



Canoeing

Cocktail making

Baking Photo contest BBQ



Murder Mystery Night

Xmas Parties

Gin Tasting Segwaying

Sourdough making

Clay shooting

Go Ape-ing Walkathon



Life @ Optima: COMMUNITY SUPPORT

Powered by our people

We are very proud and supportive of our people's commitment and participation in social and environmental causes they feel passionate about, whether volunteering as STEM ambassadors, beach cleaning, running a community climate action network or sit as a trustee on a charity's board. Optima offers payroll giving scheme, matches employee fundraising activities and donates funds annually to a chosen charitable organisation nominated by each employee.

