



## Working for Convey Law

Company Culture and Benefits

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### Our Mission

Our objective at the Convey Group is to revolutionise and pioneer in the provision of residential conveyancing services.

We aim to change the way we convey property in the UK so that the process is quicker and more effective for all concerned.

## PURPOSE



Revolutionary Conveyancing

The aim of everyone that works for us and with us is to be the best at what they do and to help define and share best practice. We work tirelessly to change our conveyancing world for the better for everyone that works in our industry. Helping those that need our support, caring and giving is key to our success and our values.

Our dream is to ensure that our clients enjoy a fast, safe, and stress-free revolutionary conveyancing experience and we support each other and our friends on our journey.

### Our Values

#### BELONGING



Creating a community for all

#### SERVICE



Doing a great job

#### GIVING



Supporting others and nourishing our souls

#### TRIBE



Looking after each other

#### KAIZEN



Constant improvement

#### FUN



Enjoying each other and our work



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## Company Culture and Benefits

### Living our Values

We treat each other like **family**, fostering trust, collaboration and genuine care in everything we do, whilst protecting each other's boundaries to foster a healthy work life balance.

We embrace a mindset of growth, innovation and **continuous improvement** to become the best version of ourselves and to be a pioneer in the Conveyancing Industry. We are dedicated to going above and beyond in the **service** our customers, colleagues and community with empathy and excellence.

We believe in **giving** back is core to everything we do, sharing our time, talents and resources to make a difference to our colleagues, within our industry and supporting our communities through charitable endeavours.



The Conveyancing Foundation, established in 2015 is a not-for-profit charity established by our Convey Law Team with a mission to improve the lives of those in the property industry. The Conveyancing Foundation, through the support of Convey Law has to date raised over £1.1 million for charity.

Throughout the year we have a schedule of causes that we support each month, raising funds through our charity lotto and with the help of our internal champions for each charity, plan fundraising activities that employees can opt to participate in, have **fun** and **give** generously.

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## Company Culture and Benefits

### Happy Days & Convey Days

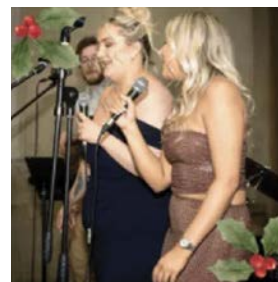
It is during our Happy days, that we engage in **fun** and charitable **giving** activities, usually once a month. Every Thursday we encourage all hybrid and remote workers that are within a commutable distance to come into the office to collaborate with each other creating a sense of **belonging**. It is on these days that training, CPD and learning is scheduled.



This year we have introduced 'Convey Days'. These quarterly gatherings, held at our Newport Office, are an opportunity for all of us to come together as a team, regardless of where you live or if you work remotely.

It is so important for all of us to be brought together in our teams for training, collaboration, and an opportunity to socialise together.

We look forward to welcoming everyone to these valuable days of teamwork, learning, and camaraderie!



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## Company Culture and Benefits

### Company Benefits - Financial



#### Salary

Our remuneration packages are competitive within the conveyancing industry. Our salary structure is linked to competence, experience and performance. We all enjoy an annual review and appraisal.



#### Bonus Scheme

Our monthly/quarterly bonus schemes are a benefit that most employees enjoy based on individual or team performance. In recognition of own team's hard work and dedication, all employees are awarded a discretionary Christmas Bonus in December to enjoy over the festive period!



#### Contributory Pension Scheme

Our workplace pension scheme currently allows for an individual salary contribution of up to 5% with a corresponding 3% Company contribution.



#### Subsidised Car Parking

Subsidised car parking at a cost of £40.00 per calendar month is available, either at our premises or at nearby NCP car parks, subject to availability.



#### Subsidised Conveyancing

We enjoy heavily discounted legal fees for our own property transactions based on an employees' length of service.

5 years +	£150.00 plus VAT plus disbursements
1 to 5 years	£250.00 plus VAT plus disbursements
< 1 year	£350.00 plus VAT plus disbursements

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### Company Benefits – Work life Balance



#### Flexible Working

Whilst we endeavor to work to normal business hours of 9am to 5pm, Monday to Friday, we have the flexibility to vary our working hours to accommodate special occasions or circumstances whilst always ensuring that client service standards are maintained.



#### Hybrid Working

We enjoy the ability to work from home or in the office, subject to individual preference and team training, coaching, wellbeing and practical working requirements. Many of our team, work from home, whilst others enjoy a vibrant office environment – or a mixture of both. Support is available for those working from home to ensure that they have the correct equipment to work effectively and comfortably.



#### Additional Annual Leave

In addition to 8 bank holidays, our annual leave entitlement has been enhanced to provide up to 30 days, (25 days increasing with length of service). With additional days awarded for birthday leave and 100% attendance - employees may now enjoy up to 40 days of leave per year, with the option to purchase an extra 5 days.



#### Holiday Cover

For most roles we provide holiday cover when individuals are away on annual leave. This maintains consistency of service delivery and provides peace of mind whilst we are on holiday.



#### Birthday Celebrations & Additional Time Off

In the month of your birthday, you are awarded an additional day off – you can book your birthday off work or use at another time. For those with 100% attendance throughout the year, they are rewarded with an additional day's holiday the following year.



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### Company Benefits – Health and Wellbeing



#### Company Sick Pay

There may be times when you will be too unwell to work, and accordingly, subject to eligibility requirements we offer up to 2 weeks Company sick pay. Our Directors also have the discretion to offer additional pay for more serious illness or following an operation.



#### Return to Work Support

Complimentary medical consultations, scans and physiotherapy is available for individuals who are struggling with NHS diagnosis or waiting lists. We aim to look after each other and to make sure that we are fit and well as soon as possible when injury or



#### Mental Health Support

Positive mental health is a key priority for Convey Law and we provide support through many channels, including our team of Mental Health First Aiders, Counselling Services provided by our EAP partners and ongoing support given by our leadership



#### Well-Being Education

We enjoy pioneering wellbeing support and guidance through our Employee Assistance Programme with bespoke inhouse wellbeing sessions. We also have full access to the industry leading Conveyancing Foundation “Be Kind We Care” Wellbeing HUB, which is our mantra for how we look after and respect each other.



#### Sabbaticals

Broadening horizons through travelling is fun and helps to make us more rounded and we are accommodating in relation to short unpaid sabbaticals from work during less busy months at the start of the year.

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### Company Benefits – Lifestyle



#### Enhanced Maternity and Paternity Provisions

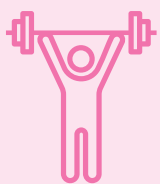
We're delighted to welcome new additions to the Convey family each year, and to support our growing families, we've introduced enhanced maternity and paternity pay well above the statutory requirements. Maternity provisions offer up to 12 weeks at full pay for team members with over two years of service, extending to 12 additional weeks at half pay for those with five years or more.

For new fathers and partners, we provide up to 4 weeks of paternity leave at full pay, with flexibility on when this can be taken. We know that returning to work can bring its own challenges, so we're here to help ease the transition with flexible and part-time working arrangements that work for you and your family.



#### Discounts

Employees have access to an on-line portal for which you can earn up to 15% cashback every time you shop at over 80 retailers, restaurants, and supermarkets. This includes Asda, Boots, IKEA, M&S, John Lewis, Sainsbury's and more. There is also the opportunity to make savings when purchasing gift cards from a variety of suppliers.



#### Exercise and Fitness

Discounted gym fees are available, and all members of staff are encouraged to exercise regularly and take part in our voluntary charity fundraising adventures and events.





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### Learning and Development



#### Mentoring and Coaching

Our mentoring and coaching systems ensure that Managers and Senior Conveyancers are appointed to help coach, nurture, mentor and train individuals to achieve their full potential.



#### Small Teams and Cohorts

We work in small teams and Cohorts who look after each other to achieve the best results and training for everyone.

### Reward and Recognition



Great work does not go unnoticed at Convey Law and success is always celebrated. Our Team and Personal Awards recognise and reward individual and collective achievement on a daily, monthly and annual basis.

Financial rewards, trophies and the publication and celebration of exemplary service are an integral part of our culture.

Our long service awards recognise individuals who achieve 5, 10, 15 and 20 years' service, with recognition and rewards to celebrate their wonderful commitment.



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## Come and Join Our Award-Winning Team

Convey Law is proud to have been recognised with a plethora of awards over the years including reconciliation as a Best Place to Work at the British Conveyancing Awards and Sunday Times Best Companies to Work For. We have won numerous customer service awards over the years including at the prestigious ESTAS's awards and Modern Law Awards for both regional and national categories. Last year our engagement survey was conducted through Best Companies and we were delighted to with our external recognition within the top best 100 Companies nationally and top 25 in Wales.

Our commitment to our staff to provide a supportive, empowering and rewarding workplace continues to be part of our core mission at Convey Law and we have been proud to have been awarded the Investors in People Gold Award, making us the first conveyancing company to be bestowed with this recognition.



Best National Conveyancing Firm in the UK, Best Regional Conveyancer for Wales & Best in County 2024.



Best CLC Regulated National Conveyancing Firm in the UK



**INVESTORS  
IN PEOPLE**

The first conveyancing company to achieve the Investors in People Gold Standard award.



National awards celebrating best practice, innovation and outstanding client care.



This hard-fought and celebrated list represents the companies in with the Best Companies Index scores.



These Awards represent the very best businesses for innovation, growth and success across Wales.

If you feel that our culture is the right fit for your personality and you can demonstrate the skills, experience and values we are looking for, we would love to hear from you.

✉ [recruit@conveylaw.com](mailto:recruit@conveylaw.com)

🌐 [www.conveylaw.com](http://www.conveylaw.com)