



**BETTER
ORKPLACE**
BE the workplace of choice

Pledge for a Better Built Environment Workplace

A. Background

BCA and the Construction Industry Joint Committee (CIJC) seek to transform the Built Environment (BE) sector into a workplace of choice led by professionals and progressive firms with good HR practices. BCA and CIJC believe that with the transformation, it will attract local talents to join the sector, and also retain those within the sector. The common goal is, thus, for the sector to adopt good HR practices by bringing about more conducive work environment and better employee management.

• MoU Pledge Signatories

During the BCA Awards 2014, BCA and the 8 associations under the CIJC signed an Memorandum of Understanding (MoU) to demonstrate industry's commitment to push for the adoption of good HR practices in transforming the built environment sector into a workplace of choice.



MoU signing between BCA and CIJC during the BCA Awards 2014



• Objective & commitments towards pledge signing

To help transform the BE sector into a workplace of choice, we encourage senior management of BE firms to come forward to sign the pledge. This is a voluntary pledge designed for all built environment firms to demonstrate your commitment to your employees.

Through the pledge signing, the senior management of your organisation will be committed to the adoption of good human resource practices based on the following key HR principles:-

- ✓ Performance management
- ✓ Recruitment & on-boarding
- ✓ Staff engagement
- ✓ Remuneration, rewards & benefits
- ✓ Wellness & support

Firms signing the pledge should achieve at least **10 actionable items** (refer to Table A-1) under the key HR principles, which was developed in consultation with the CIJC.

Table A-1: HR Pledge Checklist

A. Performance management & training	
1	Create & communicate clear progression path for employees
2	Monitor and develop performance of employees
3	Conduct formal appraisals for employees
4	Annual review of employees' training & development needs
5	Annual budget for employees' development and training needs
6	Organise in-house and on-the-job training
B. Recruitment & on-boarding	
7	Organise induction / orientation for new employees
8	Implement buddy system for assimilation of new employees
C. Communications	
9	Issue employee handbook to clearly communicate corporate mission & vision, HR policies and work procedures to all employees
10	Provide 2-way communication channels to address employees' concerns, feedback/ ideas e.g. dialogue sessions
D. Rewards and compensation	
11	Implement salary structure/ Job grading system
12	Implement performance-based remuneration
13	Implement formal awards programme to recognize individual/ group efforts
14	Provide enhanced employee benefits (non-mandatory) e.g. leave, health and work-related allowances
E. Wellness & support schemes	
15	Introduce flexible work arrangement schemes e.g. Flexi-work, Flexi-place, Compressed Work Week or Part-Time work options
16	Introduce employee support schemes e.g. Childcare/ Eldercare subsidies or Financial Support (bursary, education loans, scholarship, financial assistance)
17	Introduce health & wellness programs to enhance employee well-being

- **Benefits to pledge signing firms**

- ✓ Branding

- Positive image to better attract & retain talents
- Free use of pledge logo

- ✓ Publicity for firms

- Featured in pledge registry on BCA's Building Careers Portal
- Featured in BCA's publicity materials & events

- ✓ Learning opportunities

- Access to HR-related resources
- Invitations to HR-related workshops/seminars conducted by BCA and/or its partners

- **Pledge Logo**



About the logo & tagline

The logo and tagline for the *Pledge for a Better Built Environment Workplace* reflects the shared vision of BCA and the CIJC to make the built environment sector a workplace of choice led by professionals and progressive firms with good human resource practices.

Symbolism of the logo

The logo design comprises 2 characters forming the letter 'W' of workplace. The characters symbolise people (employer and employees), who are in sync and working together in workplaces filled with positive energy.

The characters are also designed to resemble 'ticks' to symbolise built environment firms' strong commitment to deliver excellent workplaces with the adoption of best practices under the Pledge.

Tagline

The tagline "BE the workplace of choice"

- (i) represents the call-to-action for built environment firms to deliver workplaces of choice to employees with the adoption of good HR practices
- (ii) the 'BE' in the tagline also stands for 'Built Environment' in short, thus, representing how the collective efforts of industry stakeholders will transform the *sector* as a whole into a larger work environment of choice