

Welcome  
to Deep

Deep

Hybrid working

3 days in

2 days out

# Flexible working

You may choose any 3 days to come into the Studio between Monday to Thursday, and of course can come in for the full week if that suits you best.

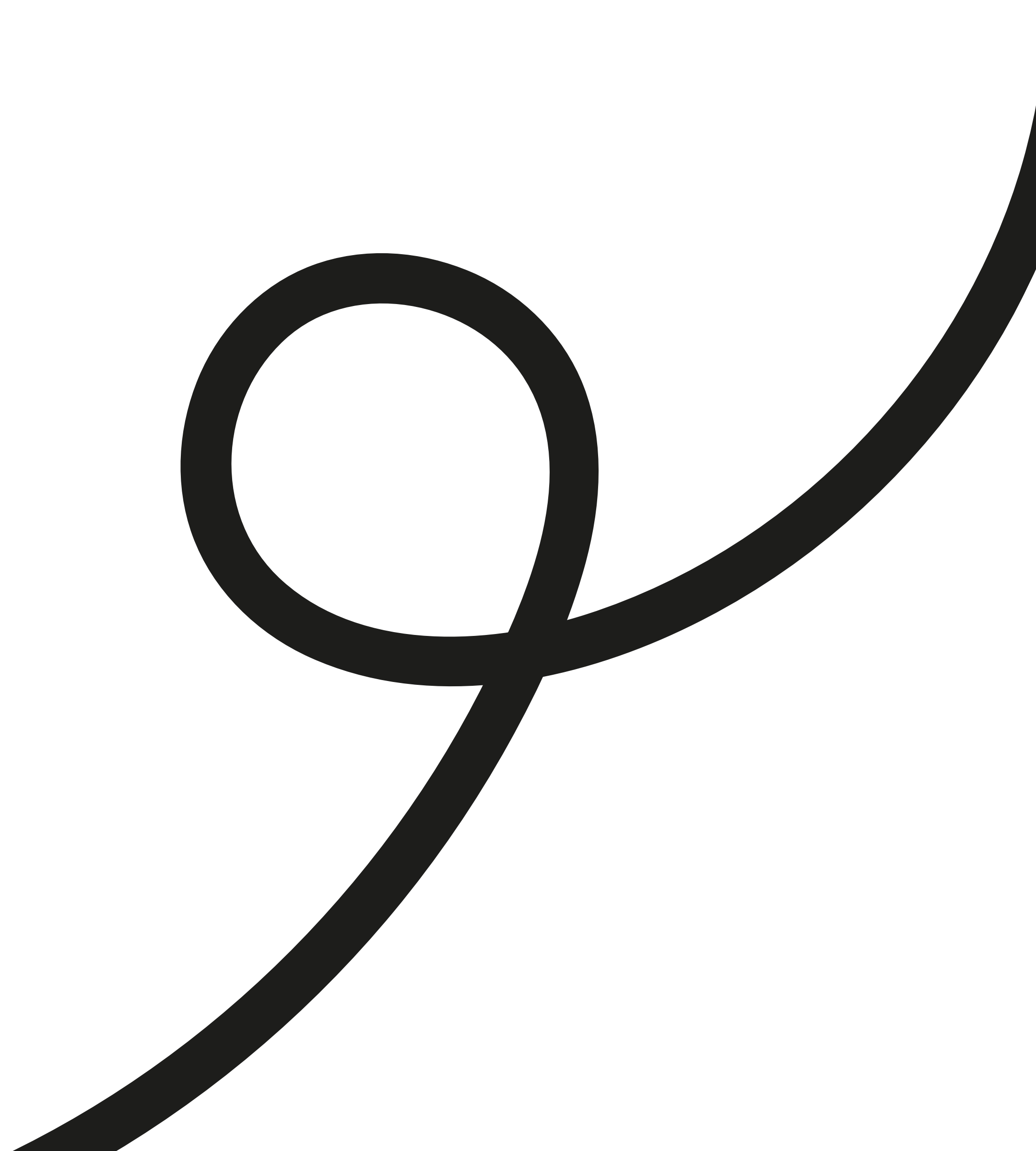
Our flexible policy is to help you work to your best ability. We appreciate some days you just need to get your head down or may need to book a dr or dentist appointment nearer your home.

We are happy for your remote days to be anywhere you choose as long as you can work effectively during the working hours.

On Friday's we'd love you to finish at 5pm so start your weekend early.

## **Booking your time in or out**

For health and safety purposes and to enable your colleagues to plan their weeks well, you must note down on the schedule when you plan to be in or out of the office.



# About 220 Metal Box Factory

We are based in The Metal Box Factory, on Great Guildford Street. SE1.

We are on the 2nd floor in studio 220, where there are enough desks for you to have a permanent space and locker space to keep the things you need during the day.

If you need to take calls or meetings away from the noise there is plenty of communal space, privacy booths, meeting rooms and break out areas in the building.

## **Closest tubes are:**

Borough: 7 minutes walk

London Bridge: 11 minutes walk

Blackfriars: 12 minutes walk

Waterloo: 14 minutes walk

Each team member will hold a fob and key for the office and will be responsible for locking up the office when leaving.



# All agency days

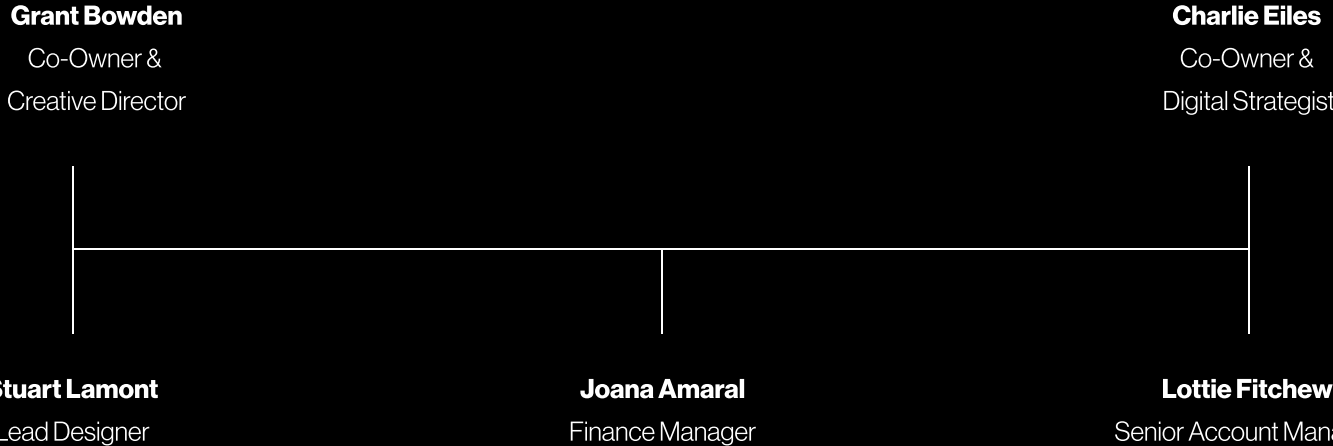
Every quarter we will get together to chat, talk about projects we have worked on and have lunch, on Deep!

This gives us all an opportunity to get to know each other, especially for those team members that are remote!

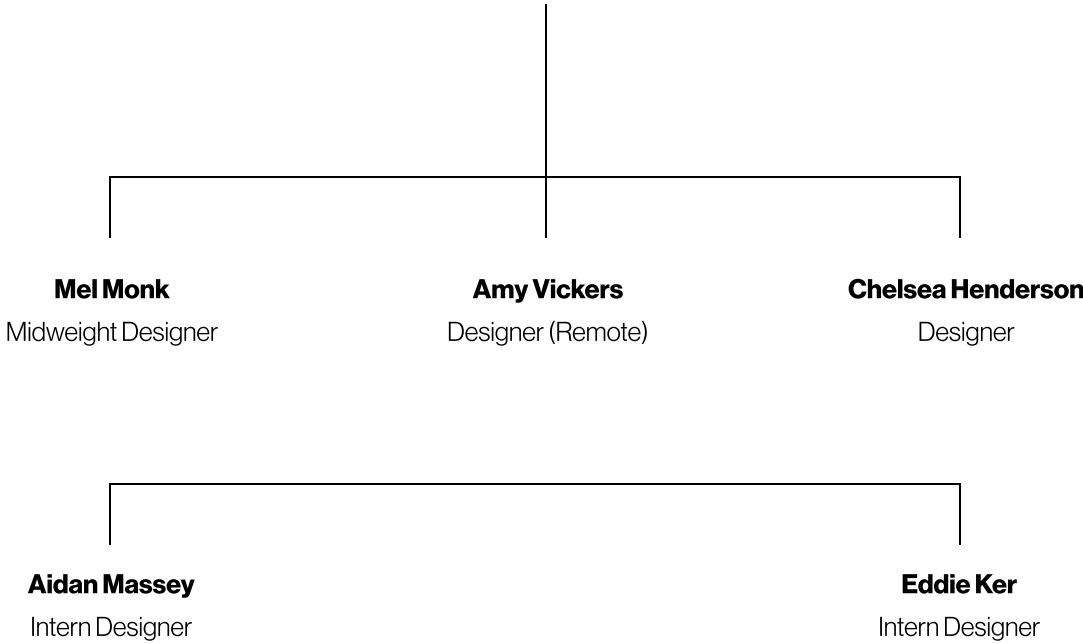


# Our team

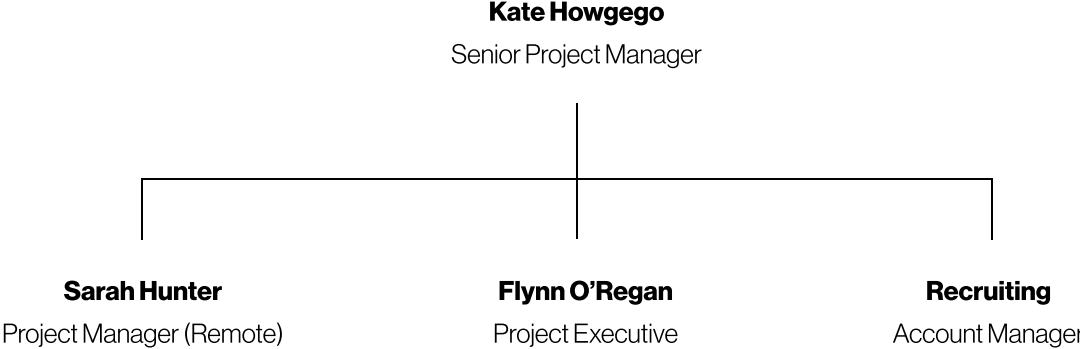
## Senior Management



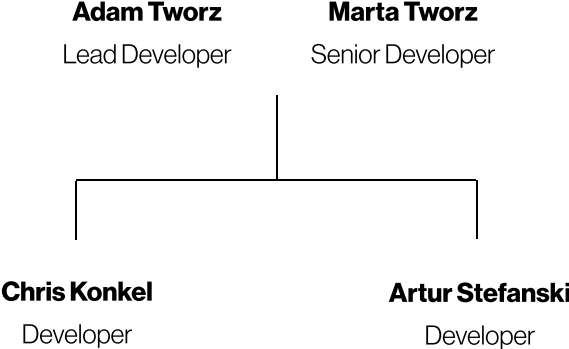
## Design Team



## Accounts Team



## Dev Team



## Additional Services



# Deep Dive Resource

We have an internal intranet full of guides, tips and helpful documents

<https://dive.deep.co.uk/>

HR & Internal Policies

Resources

Finance

Guides

Client guides

Wellness Support

## Company Benefits

-  Hybrid working suited to you with 3 days in studio
-  25 days holiday
-  1 day per year to volunteer for charitable work
-  Bonus opportunities
-  Nest pension
-  A headspace or Sworkit gifted membership
-  Finish at 5pm on Fridays
-  Continuing our “No late nights” guide
-  Allocated budget for training and development
-  Regular talks and seminars on us
-  Latest software and Macs adjusted to suit your hybrid working
-  Quarterly catered all-agency days with show and tells
-  Career development opportunities with cross-skill learning
-  Regular reviews - informal and formal

## Wellbeing Option 1

In commitment to our wellbeing support for 2023 we begin talking more about mindfulness, and how we can support you.

Deep would therefore like to **gift** each of our employees a year's membership to Headspace to offer teaching and techniques to support you.

### Headspace

We've chosen headspace as its a great tool for those struggling to make time for themselves. Through science-backed meditation and mindfulness tools, Headspace helps you create life-changing habits to support your mental health and find a healthier, happier you.

The app focusses on:

Meditation

Sleep

Stress

Anxiety

Mindfulness



## Wellbeing Option 1

If you prefer to use exercise, as your way to get headspace then we can also offer you a year of using home-workout app, Sworkit, as an alternative gift.

### **Sworkit**

Sworkit offers a movement-based home workouts that give a holistic benefit for physical and mental health. Exercise can help improve flexibility, increase strength and boost mood.

The app focusses on:



# SWÖRKIT

500+workouts

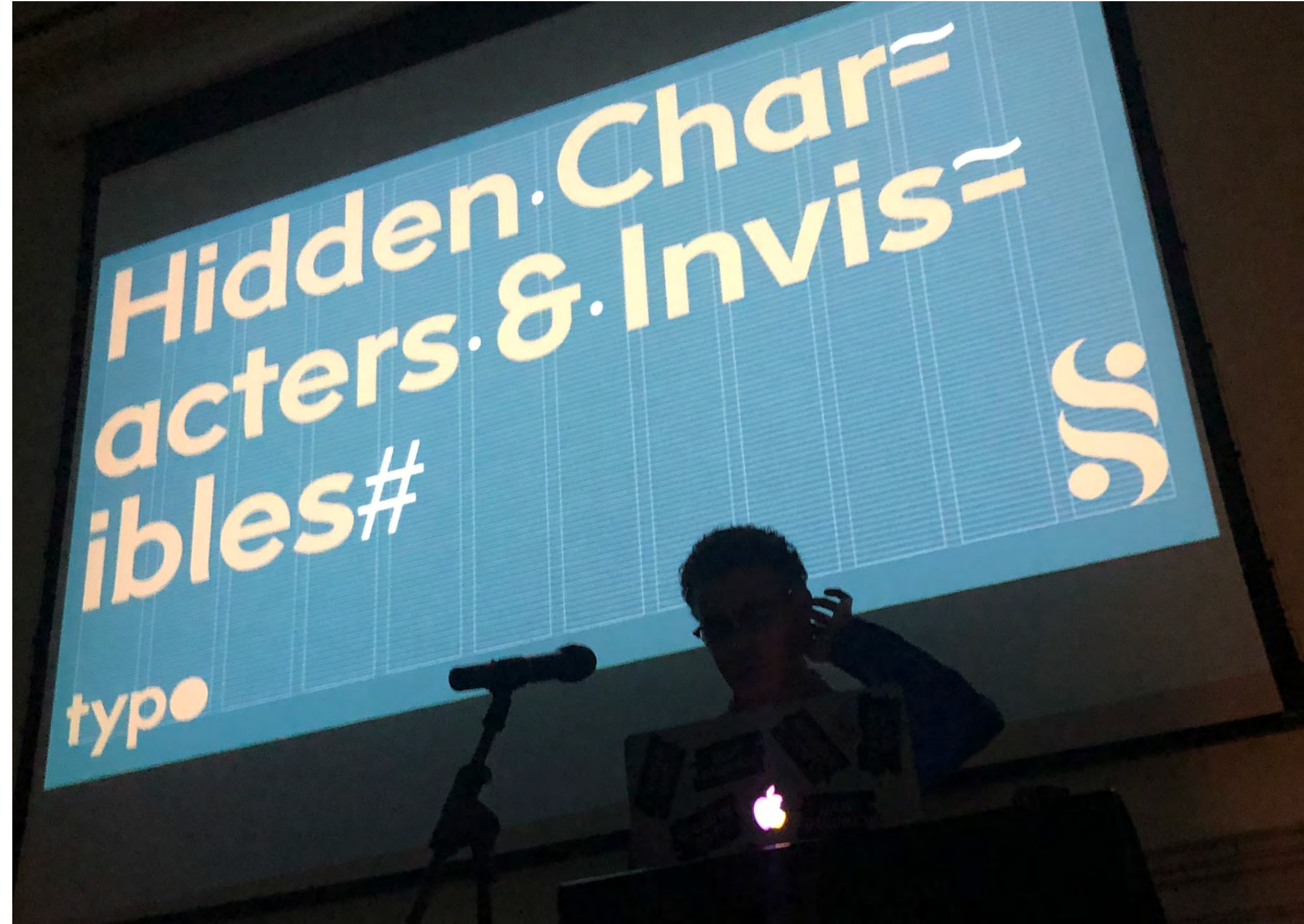
Plans with goals

Custom workouts

Nutrition advice

## Creative Events

We actively participate in extra curricular activities within the design and branding world by attending talks, exhibitions and workshops.



typo



Winning  
Hearts  
+Minds

Deep