

Praxis People Guide

CEO welcome

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I would like to extend a very warm welcome to you on behalf of the Group - we are delighted that you have chosen Praxis for the next stage of your career.

Today you are joining one of our offices, but it is exciting to remember that you are now part of a dynamic global business with 16 locations across the Group. This scale gives you opportunities to connect with colleagues in different countries and continents and to gain insight into what we are achieving across the world.

As you settle into your new role, this Guide has some of the information you need to make the transition smoothly. Your colleagues in compliance, facilities, finance, people, marketing & communications, and technology can also provide you with resources and support, so please tap into their wealth of knowledge - they are here to help.

We are very proud of the diverse talents and expertise within the Group - it makes us more inclusive and effective as a business. Everyone is invited to collaborate and share ideas in the pursuit of excellence for the business and our clients, and we welcome your feedback, ideas and unique perspective. Sharing them helps us to continuously improve, so that we remain a great place to work and continue to build our position as a leading business in the private wealth, corporate administration, pensions and employer solutions, and yacht services sectors.

At Praxis, we are committed to providing a working environment that fosters innovation, growth, and personal development. You are encouraged to embrace all the opportunities available to expand your skills and knowledge, whether through formal training and qualifications, in-house webinars or via our learning and development platform, which has over 1,300 e-learning courses and webinars.

Along with personal growth, we also believe in the importance of maintaining a healthy work-life balance. This can include making use of our 'Flex for Summer' and 'Working from Home' policies (as applicable), as well as participating in our social, community and wellbeing initiatives and events. We have several committees in place, including Sports and Social and Environmental, Social and Governance (ESG) so please ask the people team for details if you would like to get involved.

Having been with Praxis for over 30 years, I can say with confidence that you have made a great decision in joining the Group. I look forward to working with you and to seeing you take your career further with us.

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Rob Fearis
Praxis CEO

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Praxis at a glance

16

Locations

420+

People

TISE

Listed

1972

Established



Promoting Praxis Toolkit

The Promoting Praxis Toolkit is designed to help you understand the full range of solutions that we offer across the Group, and to provide some key messaging about the benefits of working with Praxis. You can access it via this link.



Our services

Private wealth

We provide forward-thinking solutions for high and ultra-high net worth individuals and families, as well as multi- and single-family offices. Working alongside other trusted fiscal and legal advisers, our dedicated teams provide efficient, informed and personal services, across our jurisdictions.

Corporate administration

With a focus on strategic efficiency, we have the expertise and multi-jurisdictional capabilities to establish and administer well-conceived, beneficial and compliant structures for international corporate clients.

Pensions and employer solutions

Our teams in Guernsey, Malta and the UAE have a wealth of experience when it comes to the complexities of personal pension and annuity planning and administration. We also provide a range of custom solutions for corporate clients.

Yacht services

Our teams in Guernsey, Southampton and Malta ensure that yachts within any owning structure in the Group are managed effectively. The team helps on yacht ownership matters as well as operating a crew and yacht management service to ensure any risks are managed.

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Ours is a bespoke, personal service, one that pursues all avenues to find solutions that generate both long-term value and enduring relationships.

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Our culture and values

The Praxis culture is friendly, open and inclusive. We have a range of avenues to nurture individual and collective development, including:

- > Regular sports and social activities
- > Local fundraising and volunteering initiatives
- > Active ESG teams
- > Extensive online training resources
- > Training and development opportunities.

Our values belong to everyone at Praxis, and we are encouraged to follow them in our day-to-day interactions with each other and with our networks.

Our values:



We listen



We trust



We inspire



We succeed together

To find out more about our values, please follow this link: [Praxis Values](#) You can also learn about the quarterly [Praxis People Awards](#) - our Group-wide peer recognition scheme to celebrate and thank people in the Group who have demonstrated one or more of our values in their work.



Your career at Praxis

Praxis people are encouraged to learn and develop so that they reach their full potential and achieve their personal goals.

We provide:

- > Professional study support
- > Wellbeing initiatives
- > Flexible working arrangements
- > Volunteering time
- > Varied career opportunities
- > The option to invest in the Group through our Buy As You Earn scheme.

We also have an on-demand learning platform, MBL, which has over 1,300 webinars and e-learning courses covering technical CPD, management and leadership, mental health and wellbeing, and a range of other skills. More than 40 courses are added every month. You can access the platform and register by following [this link](#).



Professional Development



Stay connected

The Group People Team

The people team can assist you with various HR functions, including recruitment, onboarding, employee relations, and benefits administration.

If you have any questions, please email us at groupepeople@praxisgroup.com

We constantly monitor this email and are always happy to help.

The Intranet

The Group intranet is our primary internal communications channel and will be your default landing page when you launch your browser.

The intranet contains staff and Group news, notices, Group information and forms.

The Hub

The Hub is our people portal, where you can access your personal information, Group policies and our MBL webinar and e-learning platform.

You can also view and edit your performance objectives and reviews, see your remuneration and benefits, and book or track absences.

The Hub can be accessed by clicking on the icon on your desktop or via the Group Intranet.

To upload your photo to your profile, please follow the instructions on the Hub.

If you have any queries regarding the Hub, please contact a member of the people team.



LinkedIn

Our Praxis Group LinkedIn account is regularly populated with staff and Group news, and we encourage you to be active on the platform as it is a valuable (and free) networking tool. Please follow our page and connect with all your new Praxis colleagues so that their posts appear in your newsfeed and you can keep up-to-date with what we are up to across the business.

We have a banner which we encourage our team to use on their own profile, if you would like this or you would like any training on how to engage with the platform or how to optimise your content, please contact marketing@praxisgroup.com

Facebook and Instagram

These social channels are focused on our job vacancies and CSR activities and a great way of keeping in touch with all community and social events in all our offices.

We also have a private Facebook group – search for 'Praxis staff' and ask to join.

IT Portal

If you need to log a support ticket, make a service request or check on the status of existing tickets, please use the IT Portal via MS Teams. The portal is also there to help you access your cloud-based applications, learn how they work and get support when needed.



Our Executive Committee

As well as the day to day management of the Group's operations and activities, our ExCo also assist, advise and make recommendations to the Board in relation to delivery of strategic objectives, compliance and risk management, financial and management reporting, performance and budgeting, systems and technology, human resources and marketing strategy.



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Praxis is the brand name for the Praxis Group Limited and all its subsidiary and associated companies.

For company information and regulatory details, visit our website praxisgroup.com