



THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■

#PartofLSE



# Welcome to our LSE community

YOUR NEW STARTER GUIDE

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# Welcome from the Director

Congratulations on your appointment and a very warm welcome to our School. As a proud LSE alumna, I was delighted to return to an institution whose values and ethos have had such a significant impact on my life, both professionally and personally.

LSE is ranked #1 in Europe for social sciences in the 2021 QS World University Rankings. We are renowned for both our outstanding research and our world changing graduates – a unique community with a positive, international outlook woven into our DNA. All this is made possible by the exceptional people we recruit, who work hard to further enrich our School with your expertise, energy and commitment.

LSE was founded in 1895 by four prominent Fabian Society members: Beatrice and Sidney Webb, George Bernard Shaw and Graham Wallas, with an objective to “understand the causes of things, for the betterment of society.” Since then, we have strived to attract the brightest minds from across the globe to study and research all aspects of social sciences, in order to make the world a better place. This ethos is the beating heart of LSE – to act as a leading agent of change, and make a positive impact on the lives of others.

Our Strategy, LSE 2030, recommits us to these principles and these ideals. As we emerge from the pandemic, the social sciences have a special role to play in what comes next. Guided by LSE 2030, we can shape the world through our education and our research while we create a community where inclusivity, collaboration and innovation continue to grow. The pandemic has demonstrated the inspirational and transformative ability of LSE staff to rise to the challenges of the crisis. As we navigate new circumstances and adapt our priorities and resources to respond to the new post pandemic world, our focus remains on upholding the quality of our education provision and research, and prioritising the wellbeing of all our students and staff.

This guide is intended to help you to navigate your way around the School, provide you with useful information to help you settle in, and tell you about all the services available to you and how you can contribute to your community. As an employer, we are committed to the professional training and development of our staff. I encourage you take advantage of the opportunities on offer to fulfil your potential.

We also offer a range of first class contractual benefits including an occupational pension scheme, generous annual leave, and a host of other benefits – we are proud to be recognised as a “Top Employer for Working Families” too.

I hope you enjoy your first weeks at LSE, and that you find your time here both stimulating and rewarding in many different ways.

Best wishes,



**Minouche Shafik**  
Director, LSE



# Who we are

## How we act

The whole LSE community is expected to act to the highest standards of ethical integrity, in accordance with the ethical principles set out in our [Ethics Code](#).

- 1 Responsibility and Accountability:**  
Take responsibility and raise concerns.
- 2 Integrity:**  
Be honest and truthful, consistent and transparent and declare interests.
- 3 Intellectual Freedom:**  
Protect freedom of expression.
- 4 Equality of Respect and Opportunity:**  
Treat all with dignity and respect.
- 5 Collegiality:**  
Promote an inclusive and participatory working and social environment in which we encourage, support and behave appropriately to one another.
- 6 Sustainability:**  
Minimise any negative impact on natural and built environments by effectively managing our resources.



**The Ethics Code is supported and embedded by two frameworks: the Ethics Framework and the Effective Behaviours Framework.**

## The Ethics Framework

**Declaration of Interests:** you should complete this annually, even if you have no interests to declare. You can complete your declaration through [MyView](#). You should also declare any conflicts of interests as and when they arise through your work, in line with our [Conflict of Interests Policy](#). This helps us to ensure integrity and transparency in decision making at LSE.

**Gifts and hospitality:** these should be recorded on the central register in line with the [Gifts and Hospitality Policy](#).

**Anti-fraud and anti-bribery:** the School has a zero tolerance approach to fraud and bribery. You will be provided with training if your role involves high potential exposure to fraud and bribery, for example if you work in a high risk area such as finance or travel abroad as part of your role and may be asked to make a facilitation payment. You can access this training by contacting [ethics@lse.ac.uk](mailto:ethics@lse.ac.uk)

**Seek advice and raise any concerns:** please email [ethics@lse.ac.uk](mailto:ethics@lse.ac.uk) if you would like any further advice or are aware of any unethical practices across the School. You can also use our anonymous and confidential “[Whistleblowing](#)” service to raise any concerns.

**External Funding:** the Ethics (Grants and Donations) Panel decide whether the sources of funding coming into the School are ethically acceptable. If you receive any grants or donations in your role, you should make LSE Philanthropy and Global Engagement (PAGE) aware by emailing [advancement.duediligence@lse.ac.uk](mailto:advancement.duediligence@lse.ac.uk)

**Research Ethics Policy:** this policy aims to promote a culture in which researchers conscientiously reflect on the ethical implications of their research. All research which involves human participants, or involves data relating to directly identifiable human subjects, should undergo ethical review. Please see the guidance on the Research and Innovation Division webpages and email [research.ethics@lse.ac.uk](mailto:research.ethics@lse.ac.uk) if you have any queries.

## The Effective Behaviours Framework

The Effective Behaviours Framework has examples of the kinds of behaviour that are expected of all School staff. Each department should identify how it can help to deliver the Ethics Code via the behaviours that are most relevant to its area of work.

The Framework is designed to support a number of activities:

**Recruitment:** to help staff involved with selection to have a clear understanding of the behaviours that are required for a role.

**Learning and development:** the core course programme shows the type and level of Effective Behaviour supported by each course.

**Career development review (CDR):** the behaviours have been integrated into the CDR process.

**Annual performance review:** the behaviours can be used to support the annual performance review for academic staff.

**Ways of working:** effective collaborative working in all situations, whether on campus, off campus or a blended mixture of the two.

We ask you to complete the online [Ethics training](#) during your first three months with us. This module is designed to increase your understanding of our ethics policies and principles, and enable you to raise any ethical concerns that you may have.

For more information, as well as additional guidance and policies, see the [Ethics webpages](#).

## Our commitment to equity, diversity and inclusion

Everyone is welcome at our School, and it is our diversity that makes LSE such a fascinating place to work and to study. As members of LSE we are all responsible for interacting with mutual respect and open-mindedness, and for valuing the multicultural and diverse community that we share.

The Equity, Diversity and Inclusion (EDI) Office acts to support LSE to promote equitable treatment, champion diversity and develop a fully inclusive School community. We're developing a number of areas of work in support of this, including:

- Reporting to the EDI Advisory Board, which is chaired by the School Director, Minouche. The work of the board is informed by four EDI strategy groups, which focus on gender equality, race equality, disability and wellbeing, and developing an inclusive LSE for LGBTQ+ (lesbian, gay, bisexual, transgender and queer) people.
- Leading on the School's work to foster race equity, as part of the Race Equality Charter and developing the **Race Equity Framework**. This includes improving the representation and attainment of BME (black and minority ethnic) students at the undergraduate, postgraduate taught and post-graduate research levels, and improving the representation and progression of BME staff in academic and PSS (professional services staff) roles.



- Progressing the gender equality action plan after being awarded the **bronze award for Athena SWAN**.
- Institutional Athena Swan Action Plan – Four Aims:
  - 1 Ensure women are being promoted at the same speed as men
  - 2 Increase the overall proportion of women in academic roles
  - 3 Address issues of bullying and harassment and ensure that incidents that do occur are reported and well-handled
  - 4 Support and encourage LSE departments to apply for their own Athena SWAN awards.
- Advancing LSE's work on developing an inclusive and welcoming environment for LGBTQ+ people. Our **LGBTQ+ Role Models and Allies Directory** provides a list of staff who are LGBTQ+ Roles Models and Allies. The School was included in Stonewall's Top 100 Employers in 2019 and we have recently completed our submission for 2021.



- Setting up a network of trained **Safe Contacts**, who are members of LSE staff who have received enhanced sexual violence training and can offer a confidential 'signposting' service for staff and students experiencing any form of bullying, harassment, racial harassment or sexual violence. There is also "**Report It. Stop It**" the online reporting form which all staff are encouraged to use to report any incidents of bullying and harassment. The School's **Making a Choice campaign** acts to support staff and students to play an active role in promoting consent, respect and positive interventions, in support of a welcoming environment for all at LSE. Finally, all LSE staff have access to resources on consent through **Consent Collective**.
- Establishing LSE as a Disability Confident employer (level 2) and signing the School up for membership of the **Business Disability Forum (BDF)**, a not-for-profit organisation that supports other organisations to become fully accessible to disabled people. Anyone with a LSE email can access guidance on disability from BDF. **AccessAble** also provides accessibility guides of all buildings on the LSE Campus.

- LSE have partnered with Rape Crisis and SurvivorsUK provide **specialist support** to anyone who has experienced sexual violence. **Consent Collective's** online platform also provides resources to help people understand consent, learn about sexual harassment, and find out how to support people who have experienced sexual violence.
- Developing a network of EDI Representatives in each academic department and service unit. Each member of the network plays a leading role in encouraging departments and service units to plan, take action and monitor the development of inclusive, welcoming and equitable study and work environments at the local level.
- Supporting departments and service units to undertake **equality impact assessments (EIAs)** of policies and practices, in order to foster equality between different groups.

We ask you to complete the online **EDI training** during your first three months with us. This module is an excellent introduction to EDI issues and how they can impact on your role.

Please ensure you complete and keep your personal data up to date on **MyView**. Doing so will help us to build a more accurate picture of our diverse staff community and allow us to assess access and identify inequalities and opportunities. Your data in turn allows the School to put in place appropriate measures that enhance the employment experience for everyone.

If you would like to find out more about these and other initiatives, and the information and support available to you, please contact EDI via **email**, visit our **website** and follow us on **Twitter**.



## How our staff shape LSE

Staff have a major say in shaping both our present and future.

In 2018, we came together to set out the path we will take as a School to 2030. Staff shared their experiences, opinions and ideas using a digital form, and over 600 colleagues took part in face-to-face town halls and focus groups with our School Management Committee, directly helping to shape what the LSE of tomorrow would look like.

The result is **LSE 2030**, our strategy to shape the world and achieve our ambition of being the leading social science institution with the greatest global impact.

Our **guiding principles** lay out how we are working to influence tomorrow by first understanding today. We will:

- Sustain excellence through an inclusive and diverse community
- Extend our impact and reach
- Ensure a sustainable future

These guiding principles direct how we deliver our priorities as an institution:

- **Educate for impact**
- **Research for the world**
- **Develop LSE for everyone**

Each of us has a role to play in making LSE such a vibrant and engaging place, and in working towards our shared goals. Find out more about **our strategy** online.

## #SustainableLSE

Creating a Sustainable LSE is a key commitment of LSE's 2030 strategy and a guiding principle of our Ethics Code. LSE works to continuously reduce the environmental impacts of its operations and embed sustainability in everything it does.



**100%**

electricity sourced from renewables



**44%**

Carbon reductions since 2005 scope 1 and 2



**53%**

waste reused, recycled or composted



Charges on single-use plastics at LSE catering outlets



Two vegetarian and vegan cafés operated on campus



First class award for ten years running

In consultation with the LSE community, we have developed a Sustainability Strategic Plan, to support an LSE-wide strategic approach, leveraging our strengths across our operations. We all have a part to play in applying those commitments in our roles and departments.

LSE's **Sustainability Strategic Plan**: Six key areas of focus to maximise our impact in shaping a sustainable world



### Education

Embedding sustainability across our teaching and learning experiences



### Research

Shaping the global sustainability debate through our research



### Engagement and Leadership

Deepening public discussion on sustainability across the world



### Investment

Making sustainability a key part of our investment decisions



### Collaboration

Working in partnerships within LSE and externally



### Our School

Reaching net-zero carbon and reducing our direct environmental impacts

## Our students

We're committed to putting students first so that they can make the most of their time with us. Whatever your role, what you do day-to-day at LSE impacts the student experience.

Before a student even starts their course of study, they can access a wealth of resources through the [Welcome site](#) so that their welcome to the School is as smooth and straightforward as possible. We also provide a wide range of student services to support and enable students during their time with us.

Together, students and staff are collaborating across the School to create change, lead improvements and innovate the student experience at LSE. Find out how our students can be [Part of LSE](#).



We are enhancing the student experience through a number of collaborative projects, including:

- The Student Hub: this app allows students to join up their day-to-day activities and make the most of our networked community.
- The redesign of Moodle, our virtual learning platform, to provide students with improved academic resources to support their studies.
- The creation of a learning community across the School through LSE LIFE, so that students can find one-to-one academic support and connect with others to enhance their development.



Our students' input is vital to understanding what we are doing well and what we need to do better. Students can share their ideas for positive change via "Comments, Compliments and Concerns", either by using the [online feedback tool](#) or by submitting one of the branded postcards in one of the post boxes around campus.

There is also an active [Students@LSE blog](#) with articles on everything from revision tips to student trips abroad, as well as some wise words on living and studying in London today.

This is just a sample of how we're working to put students first. Visit our [Current Students webpage](#) to see more.

## Our campus

A world-class university needs a world-class campus. Right now, we're developing ours with some hugely exciting projects. Opened in 2019, the Centre Building is a state of the art academic and teaching building, designed by renowned architects Roger Stirk Harbour and Partners.

Our newest building opened in 2022. The Marshall Building on Lincoln's Inn Fields hosts some of our key departments as well as a teaching and learning hub, multipurpose sports centre, and rehearsal rooms for our musicians.

These projects are part of our vision to create the highest quality built environment for our staff and students.



THE MARSHALL BUILDING

## Term dates

As you'd expect, we're busiest when our students are with us during the three terms of our School year (Michaelmas, Lent and Summer). See our latest [term dates](#) online.



## How we work

We imagine that you've already seen a few facts and figures about our School – if you haven't, check out [LSE at a glance](#). We also thought it worthwhile to explain a little about how we work beyond the data.

Our governing body, called the Council, is comprised of independent, academic and student members. Together, their role is to:

- Oversee decisions about the educational character and mission of the School.
- Ensure the School's financial and operational viability.
- Act as arbiter in strategic matters concerning our values.
- Safeguard the School's reputation.

The Council also has a number of committees that focus on different areas, such as the Finance and Estates Committee.

Visit the [Council website](#) for more about how Council works and about our governance in general.

Below the Council, we have the Director of the School and the School Management Committee (SMC). You can find a simple structure chart at the end of this Guide showing how all of this fits together.

During the academic year 2021/22, we will be starting to adopt new, blended approaches to work that capitalises on the different wants of working we adopted during the pandemic in 2020/21. Specific plans for each professional services division and for academic units are in development. Please visit our [Future Ways of Working webpages](#) and speak to your line manager to find out more.



# What to do before you arrive

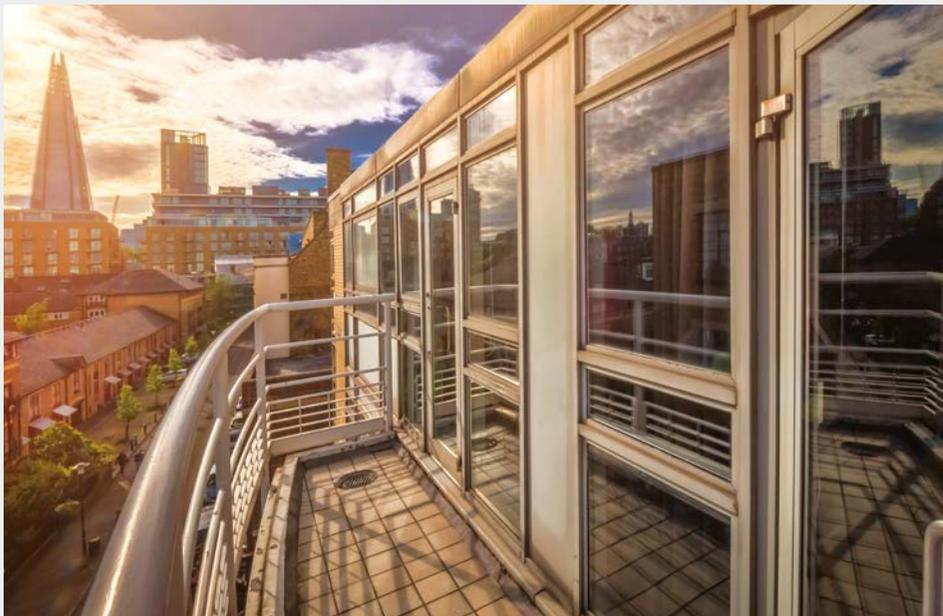
- 1** Make sure that you have signed and returned a copy of your offer letter to Human Resources at [hr.admin@lse.ac.uk](mailto:hr.admin@lse.ac.uk) before you start work.
- 2** Complete your onboarding form via the **online recruitment system** within five days of receiving your contract, so that we can set you up on the School's systems correctly and your first salary payment isn't delayed.
- 3** Make sure you know how to undertake a right to work check *before* you start work (this includes any training, induction or working remotely) so that you can plan accordingly (please read carefully Point 1 on **page 14**). If you require any further guidance or assistance with this, please email [humanresources@lse.ac.uk](mailto:humanresources@lse.ac.uk).
- 4** Familiarise yourself with the **Terms and Conditions of Employment** for your role.
- 5** Visit the **Staff Benefits webpage** to find out what's available to you as a School employee. Visit the **Welcome for New Staff webpage**, to access this guide as well as other information you may find useful during your first days and weeks.
- 6** Familiarise yourself with the key **Policies and Procedures** that are part of your core terms and conditions of employment.

# If you're joining us from overseas

## Your visa sponsorship

If you are not a British citizen, you may need to apply for a visa before you can start work in the UK. If you require sponsorship, it will be stated in your offer letter and the Immigration Compliance team will contact you with further information about the application process and answer any queries you may have.

Please feel free to contact a member of the Immigration Compliance team at [hr.visas@lse.ac.uk](mailto:hr.visas@lse.ac.uk) if you have any questions.



## Your accommodation

We highly recommend that you arrange accommodation before you arrive in London. Get started by taking a look at the [short and long-stay options](#).

All of our new and current staff (as well as visiting researchers, teachers and lecturers) are eligible for School accommodation. If you are unsure of your eligibility, please contact Faculty Accommodation at [residences.faculty.accommodation@lse.ac.uk](mailto:residences.faculty.accommodation@lse.ac.uk) – or take a look at our [FAQs](#).

## Your National Insurance (NI) number

A National Insurance (NI) number is a unique number issued by the UK government's Department for Work and Pensions (DWP) and is used:

- To record your personal NI contributions;
- As a reference number for the whole social security system – for example, if you need to access public healthcare services.

If you are a UK citizen, you will have been provided with a NI number at the age of 16. If you're from overseas and have not had a NI number before, you must apply for one as soon as you start work at the School – if you don't, your salary payments may be suspended until the School receives confirmation of your application.

You don't need to apply if you already have a NI number, or if one is printed on the back of your Biometric Residence Permit (BRP), or if you're from the EU and qualify for an exemption under the E101 National Insurance (NI) arrangements.

## Applying for a NI number

Please go to the [GOV.UK website](#) for further details and to apply for a National Insurance number online.

## Your bank account

### Before you come to the UK

To save time, we highly recommend that you select a bank before you arrive in London. Check in advance whether your bank at home has a branch near LSE, or whether they have a special relationship with any banks in London. If you intend to transfer money into your new account, remember that the transfer will depend on your home bank's procedures and can take more time than you expect. Discuss this with your home bank before you leave and remember to bring sufficient funds (such as cash, travellers' cheques or credit cards) to cover any delays. Always avoid travelling with large amounts of cash. It's also worth asking your home bank if you can use your cash card in UK bank machines, and if there is any charge for this.



### Opening a bank account in the UK

To open a UK bank account, you need to present ID at a branch of the bank you wish to join. It can take a few weeks to set up an account so we recommend doing this as soon as you arrive in the UK. The rules and regulations for opening an account in the UK are very strict, so please make sure that you take with you all of the documentation that you need. Each bank can ask for different documents and their requirements often change, so take a look at the bank's website for the current list.

To open a bank account, you normally need to bring the following with you to the branch:

**An original document which has your photo and proof of immigration status:** such as a passport.

**An introduction letter from HR which confirms your name, date of birth, job role and salary:** just email [humanresources@lse.ac.uk](mailto:humanresources@lse.ac.uk) before you're due to start to arrange this.

**Proof of address:** if the School assisted you in finding accommodation, this should be stated in the letter from HR. Otherwise, the bank will accept a tenancy agreement or a utility bill. Keep in mind that all UK banks require your current address, so you must arrange your accommodation in the UK before you try to open an account. If the address you provide is temporary, please bear in mind that the bank will forward your confidential bank information to this address, and you will need to ensure that this information is forwarded on to you if you move address.

**Confirmation of your address in your home country:** if you don't have a tenancy agreement at the time you wish to open the account.

## Your medical care

If you are joining us from overseas, we recommend that you check your eligibility for medical treatment as soon as possible – **don't wait until you are ill!**

Medical treatment in the UK is usually provided by the National Health Service (NHS). Access to the NHS is universal, although you may be charged for accessing certain services depending on your immigration status.

### You are not charged for accessing the NHS if:

- You are “ordinarily resident” in the UK or
- You are an EU resident with a European Health Insurance Card (EHIC) or
- You are a non-EEA national and have paid the NHS surcharge when making your visa application.

### You are usually charged for accessing the NHS if:

- You are a non-EEA national visiting the UK and have not paid the NHS surcharge. You may also be charged for accessing some services if you are a British citizen/EEA/Swiss national and are visiting the UK. The final decision to charge rests with the healthcare provider. If your circumstances fit into one of these scenarios, we recommend that you are covered through private medical insurance for the duration of your visit, even if you are a former UK resident. Should you need NHS treatment and have not arranged insurance, you will be charged above the standard NHS rate.

If you aren't familiar with the NHS, visit the [NHS website](#) for an overview of common services (such as pharmacies, hospitals, eye care and dental surgeries) and how to access them. You usually need to register with a local General Practitioner's (GP) practice before you can book an appointment. Bear in mind that, even if you are eligible for free treatment at the point of delivery, you may still need to pay for certain types of services, such as prescriptions, dental treatment and eye tests.



## How to register with a GP

- 1. Find your local GP practice:** the NHS typically requires you to select a local GP within your postcode catchment area. For convenience, some GP practices will also register patients who live outside the practice's normal catchment area. To choose your GP and find their contact details, use the [NHS Find GP services](#) tool.
- 2. Ask if your preferred GP is currently accepting new patients,** and find out the procedure for registering at the practice.
- 3. When you visit the practice to register,** remember to take with you any required documentation, such as:
  - Proof of your identity (such as your passport or driving licence)
  - Your visa (if applicable)
  - Proof of your UK address, such as a bank statement or utility bill.

You can look for private healthcare if you aren't eligible for NHS treatment.

# When you arrive

## Your first days

**1** As a UK employer, we have a duty to ensure that all staff have the right to work in the UK before they start. It's really important that you complete your right to work check with HR no later than 9.30am on your first day. You can find HR on the 5th floor of the Lionel Robbins Building; please contact [humanresources@lse.ac.uk](mailto:humanresources@lse.ac.uk) or 020 7955 6659 if you are unsure, or if you will be working for LSE remotely.

**To complete the right to work check, you need to present either:**

- A UK or Irish passport.
- A UK birth certificate or a UK naturalisation certificate together with an official document from either HMRC or your previous employer which shows your National Insurance (NI) number.
- A current passport from a non-UK state which contains a vignette, or a current passport with a valid Biometric Residence Permit. Alternatively you can **request a sharecode** from the Home Office and send it to [humanresources@lse.ac.uk](mailto:humanresources@lse.ac.uk) so that we can conduct the right to work check online via the Home Office website. If your visa stamp is in an expired passport, please be aware that you need to **transfer** this visa to a Biometric Residence Permit before you can start work.

Please also bring your P45. If you don't have a P45, make sure that you complete the necessary section on your Onboarding form so that you are taxed correctly.

Don't hesitate to get in touch at [humanresources@lse.ac.uk](mailto:humanresources@lse.ac.uk) if you are unsure about what to bring on your first day.

**2** After you have completed your right to work check, come to the badging office in the Old Building between 9am and 5pm to have your photo taken and collect your staff ID card. This office is next to the waiting area in the Old Building's foyer on the Houghton Street side. If your role involves access to a computer, you will also be provided with an envelope which contains your log-in details for IT access.

**3** Familiarise yourself with your department environment including your desk, office facilities, stationery, toilets, layout of department, fire exits, tea/coffee facilities, etc.

**4** Your line manager will go through your department's induction with you, including introductions to your colleagues and any regular meetings that you are expected to attend.

**5** Book yourself onto the next Flying Start Induction through the **Training and Development system**. Flying Start welcomes all staff groups, and is mostly attended by Professional Services staff. If you are a member of academic or research staff, email [eden@lse.ac.uk](mailto:eden@lse.ac.uk) to book yourself onto the New Academic Induction Programme (NAIP). If you are a Graduate Teaching Assistant, contact [eden@lse.ac.uk](mailto:eden@lse.ac.uk) to book onto the GTA Induction.

**6** Complete your personal details data and declarations of interest on **MyView**. This helps us to ensure integrity and equality of opportunity at LSE.



## Your induction

### Go over your induction schedule with your manager

Inductions are a key part of your welcome to our School. The first one is a local department induction, which your manager will go through with you when you arrive and which is designed to introduce you to your team and any other colleagues whom you'll be working with in your role. As well as this, we also feel that it's important that you're properly introduced to the wider School, which brings us to...

### Book onto your School induction

As well as your local department induction, we offer School level inductions that are specifically designed for your particular staff group: the **Flying Start Induction** which is open to all staff groups, the New Academic Induction for academics and researchers, and the Induction for Graduate Teaching Assistants. We highly recommend that you book yourself onto the induction(s) relevant to your role – they're a great introduction to how different areas of the School work together, are full of useful tips and information, and (of course) they're also great networking opportunities!

As well as booking your induction, remember to complete your training modules – see [page 34](#) for details.

## Your key contacts

Here are some key contacts during your time with us.

<b>Emergencies on campus</b>	<b>666</b> (or <b>020 7955 6555</b> from a mobile or external phone)
<b>Emergencies off campus</b>	<b>999</b> in the case of emergencies or <b>111 (NHS Direct)</b> in the case of non-emergency situations
<b>LSE main switchboard</b>	<b>020 7405 7686</b> (8.30am to 5.30pm, Monday to Friday)
<b>24 hour security control room</b>	<b>020 7955 6200/7111</b>
<b>Estates Help Desk (general enquiries)</b>	<b>020 7955 7956</b> (8.30am to 5.00pm) (or extension <b>7956</b> )
<b>Estates Help Desk (emergency)</b>	<b>020 7831 8713</b> (8.30am to 5.00pm) (or extension <b>2444</b> )
<b>Dental Practice</b>	<b>020 7404 8600</b> <a href="mailto:info@sardiniadental.com">info@sardiniadental.com</a>
<b>Human Resources (HR)</b>	<b>020 7955 6659</b> (or extension <b>6659</b> ) <a href="mailto:humanresources@lse.ac.uk">humanresources@lse.ac.uk</a>
<b>Tech Support (24 hour service)</b>	<b>020 7107 5000</b> (or extension <b>5000</b> ) <a href="mailto:it.servicedesk@lse.ac.uk">it.servicedesk@lse.ac.uk</a>
<b>Lost Property Office</b>	<b>020 7955 7988</b> (or extension <b>7988</b> ) <a href="mailto:lost-property@lse.ac.uk">lost-property@lse.ac.uk</a>
<b>LSE Residential Services Office</b>	<b>020 7955 7531</b> (or extension <b>7988</b> ) <a href="mailto:accommodation@lse.ac.uk">accommodation@lse.ac.uk</a>
<b>Porters</b>	<b>020 7955 6760</b> (or extension <b>6760</b> ) <a href="mailto:estates.porters@lse.ac.uk">estates.porters@lse.ac.uk</a>
<b>Postroom</b>	<b>020 7955 7989</b> (or extension <b>7989</b> ) <a href="mailto:estates.postroom@lse.ac.uk">estates.postroom@lse.ac.uk</a>
<b>Reprographics</b>	<b>020 7955 7986</b> (or extension <b>7986</b> ) <a href="mailto:repro.admin@lse.ac.uk">repro.admin@lse.ac.uk</a>
<b>Staff Counselling Service</b>	<b>020 7955 6953</b> (or extension <b>6953</b> ) <a href="mailto:staff.counselling@lse.ac.uk">staff.counselling@lse.ac.uk</a>
<b>St Philips Medical Centre</b> (Pethick-Lawrence House)	<b>020 7611 5131</b>
<b>Treatment Clinic</b>	<a href="mailto:enquiries@lsetreatmentclinic.co.uk">enquiries@lsetreatmentclinic.co.uk</a>

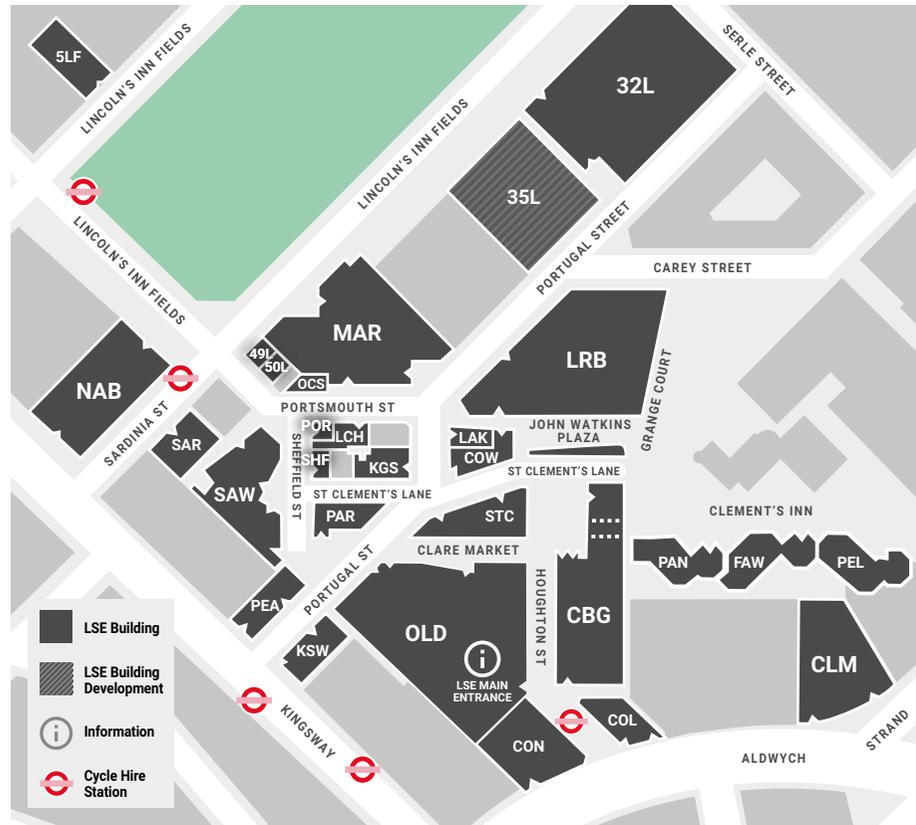
You can find contact numbers for all current staff in our [Telephone Directory](#).



# Get to know your campus

Although our campus in central London is quite compact, we appreciate that it may take a while to get your bearings. This map can help you to navigate during your first few days/weeks.

As part of your induction, you'll be offered a spot on one of our campus tours. This is a great way of seeing some key places on campus as well as learning about the past, present and future of the School.



LSE Building
  LSE Building Development
 i Information
 ⊘ Cycle Hire Station
  Pedestrian Passage

### Disabled Access

After 6.30pm, please call Security Control on 020 7955 6200 to ensure that any disabled access doors are open. For access to 20 Kingsway, please call security staff on 020 7955 6200 to set up the portable ramp in the entrance foyer.

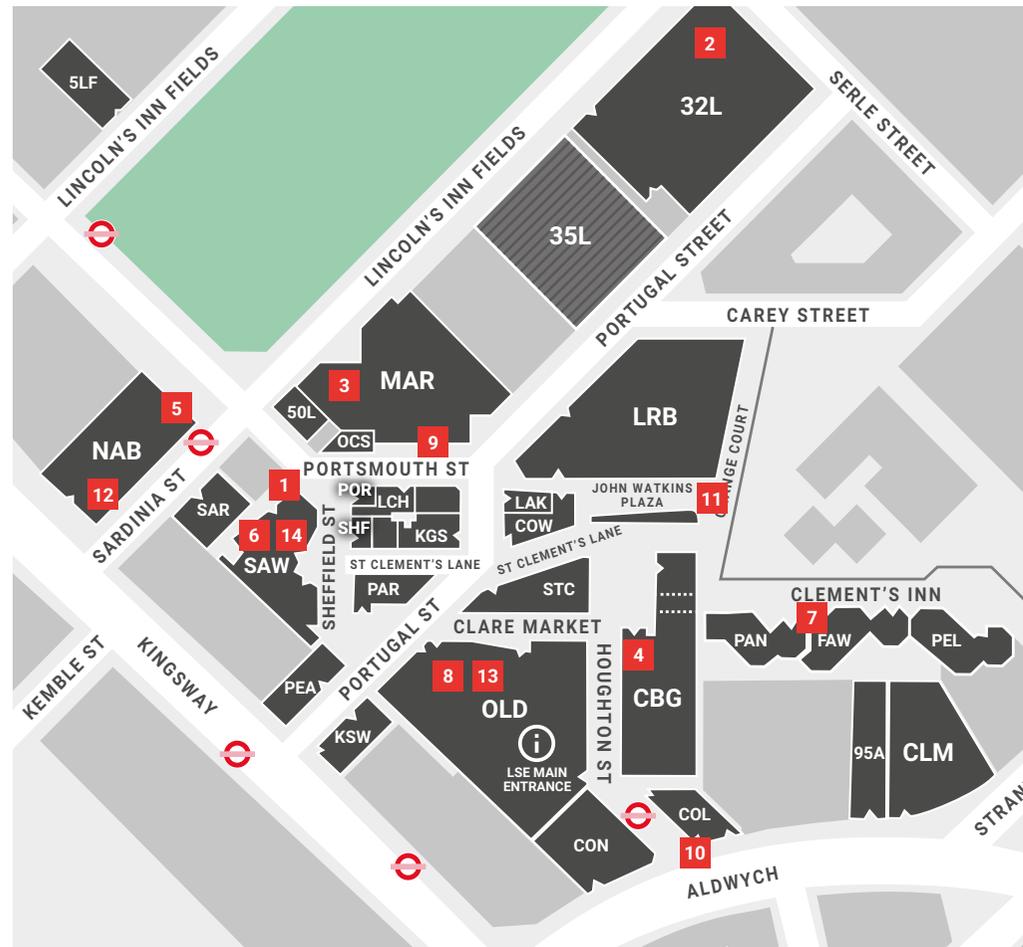
### Access Guides to LSE Buildings

AccessAble have produced detailed access guides to the LSE campus and residences, and route maps between key locations. These access guides, and route maps, are now available online.

- CBG Centre Building**  
Houghton Street  
Wheelchair access, lifts  
Accessible toilets on all floors
- CLM Clement House**  
Aldwych  
Wheelchair access, lifts  
Accessible Toilets: floors B, 3, 4, 6;  
male accessible toilet floor 2
- COL Columbia House**  
Aldwych  
LSE Garrick, second floor  
Wheelchair access, lifts  
Accessible toilets: Ground floor
- CON Connaught House**  
Aldwych  
Wheelchair access, lifts  
Accessible toilets: floors 1, 3, 5, 7
- COW Cowdray House**  
Portugal Street  
Wheelchair access, lifts
- FAW Fawcett House (Access via Pankhurst House)**  
Clement's Inn  
Wheelchair access, lifts  
Accessible toilets: floors G, 6, 10;  
male accessible toilet floor 3
- KGS King's Chambers**  
Portugal Street  
Student Common Room,  
ground floor
- LAK Lakatos Building**  
Portugal Street  
Wheelchair access, lifts  
Accessible toilets: ground floor
- LCH Lincoln Chambers**  
Portsmouth Street
- 5LF 5 Lincoln's Inn Fields**
- 32L 32 Lincoln's inn Fields**  
Wheelchair access, lifts  
Accessible toilets: floors B, LG,  
G, 1, 2, 4
- 35L 35 Lincoln's Inn Fields**  
Lincoln's Inn Fields  
Wheelchair access, lifts
- 49L 49 Lincoln's Inn Fields**  
Lincoln's Inn Fields  
Wheelchair access, lifts
- 50L 50 Lincoln's Inn Fields**  
Lincoln's Inn Fields
- LRB Lionel Robbins Building, Library and The Womens Library**  
Wheelchair access, lifts  
Accessible toilets: all floors
- MAR The Marshall Building**  
44 Lincoln's Inn Fields  
Wheelchair access, lifts  
Accessible toilets: all floors
- NAB New Academic Building**  
Lincoln's Inn Fields  
Wheelchair access, lifts  
Accessible toilets: all floors
- OCS Old Curiosities Shopp**  
Portsmouth Street
- OLD Old Building**  
Houghton Street  
Wheelchair access, lifts  
Accessible toilets: floors B, G, 1, 2, 4
- PAN Pankhurst House**  
Clement's Inn  
Wheelchair access, lifts  
Accessible toilets: floors 1-11
- PAR Parish Hall**  
Sheffield Street  
Wheelchair access, lifts
- PEA Peacock Theatre**  
Portugal Street  
Wheelchair access, lifts  
Accessible toilets: all floors
- PEL Pethick-Lawrence House**  
Clement's Inn  
Wheelchair access, lifts  
Accessible toilets: floors 4, 6, 8, 10
- POR 1 Portsmouth Street**  
Wheelchair access, lifts
- SAR Sardinia House**  
Sardinia Street  
Wheelchair access, lifts
- SAW Saw Swee Hock Student Centre**  
Sheffield Street  
Wheelchair access, lifts  
Accessible toilets: floors B, G, 1-5
- SHF Sheffield Street**
- STC St Clement's**  
Clare Market  
Wheelchair access, lifts

## LSE cafes, bars and restaurants

There are plenty of **options** on and around campus for eating, drinking, relaxing or socialising. Our eateries cater for all tastes, dietary needs and budgets. This map can help you to explore what's on offer.



Earn and redeem great deals through downloading our **Food Club app**.

- 1 3 Tuns:** ground floor, SAW
- 2 Bean Counter:** basement, 32 Lincoln's Inn Fields
- 3 Beaver's Brew Cafe:** ground floor, Marshall Building
- 4 Beveridge Cafe:** ground floor, Centre Building
- 5 Cafe 54:** ground floor, New Academic Building
- 6 Denning Learning Cafe:** first floor, SAW
- 7 Fawcett Cafe (vegetarian/vegan):** Pankhurst House/Fawcett House Reception
- 8 Fourth Floor Restaurant:** fourth floor, Old Building
- 9 George IV Pub:** Portugal Street
- 10 LSE Garrick:** ground floor, Columbia House
- 11 Plaza Cafe:** John Watkins Plaza
- 12 Shaw Cafe (vegetarian/vegan):** ground floor, New Academic Building
- 13 Staff Dining Room and Coffee Bar:** fifth floor, Old Building
- 14 Weston Cafe:** sixth floor, SAW

# Being part of LSE

## Your pay, annual leave and personal information

You can find details of your pay in your offer letter as well as the relevant booklet for your terms and conditions of employment. You are paid on the last working day of each month, except for December when you are paid before the Christmas break – please click on the [Payroll deadlines](#) for this year's payment dates.

So that your pay details are processed correctly and promptly, you must provide our Finance Division with your current UK bank or Building Society account details, home address, emergency contact and personal email address no later than the first day. As you'll see below, you can make your own updates if any of your details change later. If you're joining us from outside the UK, you should also read the earlier section about "Opening a UK bank account".

You also need to provide Payroll with your P45 or, if you don't have a P45, complete the Tax Code Information declaration on your Onboarding form – this will help to ensure you are taxed at the correct rate.

For all payroll enquiries, please email: [fin.div.payroll@lse.ac.uk](mailto:fin.div.payroll@lse.ac.uk).

## Annual Leave

The School offers a generous holiday entitlement which amounts to 41 days a year for full-time staff, pro-rated for part-time. This total is made up of 25 days' annual leave, eight public holidays, and [School closures](#) at Christmas (five days) and Easter (three days). If you are joining us part-way through the year, HR has created an annual leave calculator which you can use to calculate your entitlement for the rest of the year. If your role is in professional services, you can also book your annual leave via [MyView](#) (the School's employee self-service system).

Please see our [Annual leave guide webpage](#) for more information.

The webpage includes an Annual Leave Pocket Guide, which has been designed as a quick reference for professional services staff who use MyView to request and approve annual leave.

If you use MyView as a new starter, we'd encourage you to use the system to:

- Check your personal details: do we have your correct personal information and contact details? If not, you can use MyView to update them.
- Check your work pattern: among other things, having the right work pattern in MyView will mean that your annual leave entitlement is calculated correctly.
- Book Bank Holidays and School closure days.

## Employee and Manager Self-Service: MyView

MyView is the self-service HR portal which interacts directly with the HR/ Payroll system. To log-in to MyView you will need your LSE Username, LSE Password and your Memorable word (you create this when you first sign-in and will need it every time you access MyView). If working off campus, you will need to connect via the remote desktop. You can find detailed guidance and FAQs about using MyView as an individual and/or manager on our [MyView webpage](#).

In Employee Self-Service, you can use MyView to:

### View and update your personal information:

- Personal Details (certain fields can be updated)
- Bank Details (by submitting an eForm)
- Next of Kin
- Contact Details
- Emergency Contact
- Equal Opportunities

### View your pay documentation

- ePayslips: Access your payslips online (access available 24 hours a day, seven days a week), including full details of how your pay is made up
- eP60s: P60s are available online in the same way as ePayslips

### Record your absence, including any sick leave

#### Book your annual leave (if you're in professional services)

- Check your annual leave allowance for the year
- Request and book annual leave which is approved by your manager

If you're a manager, you will also receive requests from your direct reports, and you can also access real time information about the structure of your team

### Submit your declarations of interest, or declare a personal relationship

## Your pension

Your pension contributions are automatically paid via a salary sacrifice arrangement, unless you elect to opt out when you start employment with the School. A salary sacrifice arrangement means that a deduction is made to your monthly salary equal to the contribution due to the pension scheme. The School then pays the contribution amount directly to the scheme on your behalf, meaning that not only do you receive immediate tax relief but you also don't pay National Insurance contributions on the pension contribution paid.

## SAUL (Superannuation Arrangements of the University of London)

You are eligible for SAUL membership if you are in salary bands 1-5.

### The main benefits of SAUL are currently:

- A pension calculated as 1/75th of your pensionable salary for each year of service, revalued to retirement.
- A tax free cash lump sum of three times your total pension at retirement, including revaluation.

### Contributions

- Your contributions are currently 6 per cent of your pensionable salary
- The School currently contributes a rate of 19 per cent of your pensionable salary to SAUL
- You can increase your retirement benefits by paying more money into your pension in order to buy units of additional pension and lump sum entitlement.

### Other SAUL pension benefits

- Flexibility: depending on the circumstances, you can start receiving your pension before the scheme's Normal Pension Age, subject to a reduction for early payment.

- Job move simplicity: it is relatively straightforward to move from one SAUL member institution to another.
- Long-term illness cover: you can get immediate access to your benefits if you can't go on working because of long-term illness.
- Immediate life cover: your dependant(s) will receive a lump sum of four times your salary, together with a pension, in the event that you die before retirement whilst in employment.

Find more detail about the scheme on the [SAUL website](#).

## USS (Universities Superannuation Scheme)

You are eligible for USS membership if you are in salary bands 6 or above.

You can see the current main benefits of the USS Retirement Income Builder below. If your annual salary exceeds the Salary Threshold (£40,000 for 2022/23), you also automatically qualify for the USS Investment Builder.

### USS Retirement Income Builder:

- A pension calculated as 1/85th of your pensionable salary for each year of service and revalued to retirement.
- If your annual salary exceeds the Salary Threshold, your salary will be capped at this level for the purposes of building up benefits within the Retirement Income Builder.
- A tax free cash lump sum of three times your total pension at retirement, including revaluation.

### USS Investment Builder:

- If your salary exceeds the Salary Threshold, you automatically participate in the Investment Builder in respect of your salary over the Salary Threshold. Contributions will be paid into an investment fund within the range available for selection.
- At your retirement, the value of benefits from this part of the USS scheme will depend upon the value of the contributions paid and the investment return achieved by your chosen fund(s).

## Contributions

- As at October 2021, your contributions are 9.8 per cent of your pensionable salary.
- As at October 2021, the School contributes an amount equal to 21.6 per cent of your pensionable salary to USS.
- If your salary exceeds the Salary Threshold, contributions totalling 20 per cent (8 per cent from you and 12 per cent from the School) on that part of your salary in excess of the threshold will be paid into your USS Investment Builder account.

You can elect to pay additional contributions into the USS Investment Builder, if you wish.

## Other USS pension benefits

- Flexibility: you can, depending on the circumstances, start receiving your pension before the scheme's Normal Pension Age, subject to a reduction for early payment.
- Job move simplicity: it is relatively straightforward to move from one institution to another.
- Long-term illness cover: you can get immediate access to your benefits if you can't go on working because of long-term illness.
- Immediate life cover: your dependant(s) will receive a lump sum of three times your salary, together with a pension, in the event that you die before retirement whilst in employment.

Find more detail about all elements of the scheme on the [USS website](#).

Please note that the details provided here are correct as at April 2022 and that nothing in this summary overrides the rules of each pension scheme. All rates and benefits quoted are subject to change.

You can find a more detailed explanation of each scheme on the [Pensions webpage](#). Contact [HR.Pensions@lse.ac.uk](mailto:HR.Pensions@lse.ac.uk) if you would like to clarify anything or have any other questions about pensions.

# Health and Safety

We have comprehensive health and safety policies, procedures and guidance, as well as arrangements in place to enable managers to fulfill their responsibilities in this area.

As a new starter, you'll be asked to complete an online workstation risk assessment. You also have the option to complete a homeworking assessment. Please visit the [Health and Safety website](#) for further information.

## Local Arrangements

If you are working on LSE premises, your manager will discuss the local health and safety arrangements with you as part of your induction. This includes things like how to report any accidents and near misses, the location of your department's fire assembly point, and what to do in a first aid or fire emergency. Your department or division will provide this information as part of returning to campus if your team is still working from home.

## Emergencies (First Aid and Fire on campus)

Our community includes First Aiders who are here to provide assistance to everyone on campus. If you or someone else needs first aid, contact your nearest First Aiders. If no First Aiders are available, call Security on **ext.666** (internal) or **020 7955 6555** from a mobile. In a life-critical emergency, please call **999**. If you call the emergency services directly, let Security know so that they can assist the ambulance crew to the correct location.

When a fire alarm sounds, leave the building using the nearest stairs and fire exit and go to the assembly point. Follow instructions from the Fire Wardens or Security. If you are unable (permanently or temporarily) to evacuate using the stairs or have difficulty hearing the alarm, tell your line manager or fire warden: they will arrange for a Personal Emergency Evacuation Plan (PEEP) to be developed for you.



## Overseas Travel

You must notify the School using the online notification form at least three weeks beforehand if you are due to undertake any work-related overseas travel: you need to notify the School at least two months in advance of travel to high or extreme risk destinations. All travellers to high or extreme risk destinations are expected to go on training. You will find full details of what is required of travellers and of those who supervise travel on the Overseas Travel page of the [Health and Safety website](#). If you have visa sponsorship, you must also let [HR.Visas@lse.ac.uk](mailto:HR.Visas@lse.ac.uk) the details of your travel in case it needs to be reported to the Home Office as a change in circumstances.

## Keeping safe on campus

The main School reception in the Old Building is staffed 24 hours per day. The School's halls of residence have their own support teams. Estates Division maintain a [webpage of services](#) that help to keep the School campus a safe environment for everyone.

## Supporting you, whatever your responsibilities outside work

In these times, more than ever before, we understand that you'll want to balance your role at LSE with the other responsibilities in your life. If you're a parent, our full range of family leave policies and benefits can help to smooth your transition to a different stage in life. If you have other caring commitments, we can help you to meet them by adjusting your work pattern and providing a range of leave options when you need to take time away from your role.

As well as a range of supportive policies, you can also access the following specific benefits.

### Nursery Partnerships

The School has a partnership scheme with three local nurseries, for the benefit of those staff (and students) who wish to access discounted childcare close to campus. A minimum discount of ten percent – payable via salary sacrifice – will be offered to staff who wish to take advantage of the scheme.

For more information about how the School is supporting working parents and carers, please see our [Toolkit for Parents and Carers](#).

### Expectant and New Mothers Room

Pethick-Lawrence House, 1.02c (accessible from FAW lift lobby)

This room has been set aside so that expectant mothers can rest and new mothers who return to campus when they are still breast-feeding can express and store milk. Both staff and students are welcome to use the room. Please speak with the reception desk at Pankhurst and Fawcett House if you would like access to the room. Please note that the room does not contain baby-changing facilities (these can be found in: MAR 1st Floor; NAB G.04; OLD G.04, 4.06, 4.07 and 5.10).



# Your Wellbeing

In these challenging times, we understand that it's more important than ever that staff feel able to balance their roles with looking after their own wellbeing. The School organises wellbeing events and activities throughout the year that are (wherever possible) open to all staff. You can find out more about what we've been up to on the [staff wellbeing webpages](#), including a dedicated section to support the [return to campus](#) of our staff and a range of resources to support better mental health.

These pages set out many of the resources and benefits that are available to support the wellbeing of the staff community. As well as events focusing on specific aspects of wellbeing, other areas of the School support wellbeing in different ways. For example, the Faith Centre runs a programme of events throughout the year to promote religious literacy and interfaith wellbeing. Everyone is welcome. The [Faith Centre](#) also runs sessions on mindfulness as well as Tai Chi, Hatha and Ashtanga Yoga. You can find further details on their webpage.



## LSE-Tree (Team)

- General
- Book recommendations
- Boxsets and Movies
- Exploring Cities and Nature
- Fitness and wellbeing
- Gardening tips
- Musical interests and Choir
- Nature and Wildlife
- Recipe swaps
- Salsa and Dance
- Staff Networks, Events and Conferences
- The Knitting Group
- Welcome

Looking forward, you'll see the latest wellbeing news and announcements in Staff News and other channels. [LSE Tree](#) – the School's Microsoft Teams platform for casual networking and non-work conversation – is also a great place to find out what's going on wellbeing-wise around the School. As well as getting involved in wellbeing events, you can also get in touch at [staffwellbeing@lse.ac.uk](mailto:staffwellbeing@lse.ac.uk) if you have any wellbeing ideas, feedback or suggestions. We are always looking for new ideas.

## Mental wellbeing

In these times, we all know that healthy mental wellbeing is fundamental to how we balance and enjoy our work and personal lives. To better support staff, the School has invested significantly in a range of resources to encourage a more open and supportive culture when it comes to mental health. You can see a summary of these below; for the full picture, please visit the [mental wellbeing webpage](#).

### Stay mindful in your daily life

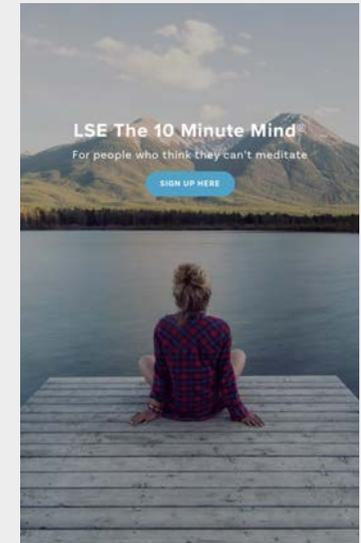
Once you start with us, you'll have access to [The 10 Minute Mind®](#), a mindfulness programme which sends you unique tracks each day.

### Know how you can speak with a Mental Health First Aider

The School community has a network of over 200 volunteers in the [Mental Health First Aid \(MHFA\) Network](#) – each of them has been trained to understand the factors that can affect mental health and to identify the signs for a range of conditions. The MHFA Network is supported by a number of [Mental Health Champions](#) who act as local champions in promoting a positive culture around mental health and wellbeing at LSE.

### Access counselling support

We have an in-house [Staff Counselling service](#), which can be contacted at 020 7955 6953 (or just extension 6953) or at [staff.counselling@lse.ac.uk](mailto:staff.counselling@lse.ac.uk). Alternatively, all staff can access trained counsellors and support specialists 24/7, 365 days a year through LSE's [Employee Assistance Programme \(EAP\)](#). You can contact the EAP in confidence by calling 0800 107 6147 (quoting LSE as the name of your employer) or access the online portal by visiting [colleaguesupport.co.uk](http://colleaguesupport.co.uk) (entering code 72135 as your username and password).





## Physical wellbeing

Unsurprisingly, the School's wellbeing resources include support for the physical wellness of staff. The [physical wellbeing webpage](#) shows you at a glance the ways in which you can keep on top of your physical wellness when you're on and off campus.

### Work up a sweat with one of our fitness classes

If you appreciate a little structure (and company) when you exercise, you can join a range of fitness classes. These include Body Balance (a Yoga and Pilates-based workout) and Body Conditioning (a full body workout including weights).

### Access cheaper gym memberships

If you're looking for a regular dose of exercise, the fourth floor of the Saw Swee Hock building has a superb range of fitness equipment and qualified instructors in the Students' Union Gym. The gym is open from 7am-10pm Monday to Friday, and 10am-6pm on weekends. As part of our School community, you can sign up for a discounted annual membership or, if you prefer, just a small termly fee buys an 'Active Lifestyle' Pass which gives you access to all of the gym's classes.

Beyond campus, you can sign up through direct debit for a discounted gym membership with Fitness First, for any of their gyms in Tiers 3 to 7. You can join a gym close to campus (closest is Waldorf on Aldwych) or your home, with the option to use other clubs within your tier or below.

You can also choose from one of a number of monthly credit plans with [ClassPass](#), all available to LSE staff and students at a special rate. ClassPass credits allow you to book at thousands of studios, gyms, salons and spas to create a personalised fitness and wellness regime that works for you.

### Support for your lifestyle changes

Beyond classes and gyms, we also offer support and information for staff wishing to make certain lifestyle changes, including nutrition advice, smoking cessation and addressing alcohol (and other drug) issues.

## Professional wellbeing

By 'professional wellbeing', we mean the ways in which the importance of good wellbeing is embedded within your role in the School. To take one example of how we're developing this idea, the updated **Career Development Review (CDR)** process includes guidance on how to include wellbeing discussions and actions as part of regular one-to-ones and catch-ups between you and your manager. If it's training you're looking for, the **Core Programme** (organised by HR's Organisational Learning team) includes courses on resilience, working from home, how to cope (and thrive) with change, and much more.

You'll also see that wellbeing has been built into the documents that support staff when they're working a mixture of on- and off-campus. To take one example, the **Etiquette Guidance for Email and other Online Communication Tools** includes good practice advice on how you can combine using online communications with a positive work-life balance. When you are on campus, the **Staff Code** (which was drafted in response to the challenges of maintaining a safe environment in these times) helps to promote a positive campus experience for everyone by clarifying behavioural expectations.



## Social wellbeing

As you'd expect, much of what we mean by 'social wellbeing' is about the benefits of bringing people together. If you visit the **social wellbeing webpage**, you can find details of a whole host of clubs and communal activities – from leather making classes to a knitting club, roof-top gardening to book clubs, and much more! **LSE Tree** is also often used to announce new clubs and informal meet-ups.

We also support staff to actively engage in their communities by offering up to five days of volunteering leave each year, in addition to other leave entitlements. Please see **the webpage** to find out more.

## Financial wellbeing

'Financial wellbeing' can mean different things to different people. For some of us, it's about having a sense of security and feeling that you have enough money to meet your needs. It might be about being in control of your day-to-day finances and developing the financial freedom to make your own choices.

### See how you can save with LSE Extras

**LSE Extras** is the School's lifestyle and wellbeing benefits platform for staff. As well as allowing you to explore all of your LSE benefits in one place, LSE Extras enables you to:

Access discounts and savings on everyday expenditure, from groceries and weekly shopping to cinema tickets, weekend activities and holidays.

- Get cashback on many premium retailers.
- Take advantage of discounted restaurant, café and coffee shop options.
- Access competitive healthcare schemes and affordable cash plans.
- Earn and redeem great deals through the new **Food Club app**.

...and much more!

LSE Extras is smart device enabled. You can create an account shortly after you start with us, simply by visiting LSE Extras and registering with your name and payroll number.

### Apply for your season ticket loan

We offer an interest-free loan to cover your annual [season ticket](#) for travel between home and the School, whether you're travelling by train, tube or bus. You can apply for a loan if you're on a salaried or a fixed-term contract.

### Access independent financial advice

To support staff with their financial awareness and planning, the School regularly arranges sessions and workshops with independent financial advisers. Just take a look at the [financial wellbeing webpage](#) to see what we've done previously.

### Get money off at local businesses

As well as the savings available via LSE Extras, you can also get money off at a number of local businesses close to campus, just by showing your LSE ID card! Just ask at the counter if you're unsure.

### Take advantage of educational and technology discounts

As a LSE employee, you can take advantage of a range of discounts with big name providers. Just take a look at our [educational discounts webpage](#) to find out more.

### Save more with the TOTUM card

As a School employee, you can sign up for a TOTUM card which gives you a range of fantastic discounts on books, clothes, travel, music events, eating out, and much more! Just visit the [TOTUM webpage](#) and use your LSE email address to register for a card.

### Donate more effectively with Give As You Earn

Give As You Earn (GAYE) is a tax efficient way of enabling you to donate to a registered charity via the Charities Aid Foundation – this can be any charitable or voluntary organisation in the UK, from national charities to local community groups. Just visit the [GAYE webpage](#) for more information.

### Fee Remission

If you've been continuously employed with us for at least one year before registering as a part-time student on an LSE degree or diploma course, we can pay up to 90 per cent of your tuition fees, and for MPhil or PhD students, your examination fees too. For more information, including policy terms and conditions and how to apply, please see our [Remission of fees webpage](#).

## Environmental wellbeing

We're always looking for ways to make the School's culture, and the benefits that are offered to staff, more environmentally sustainable. As well as what's already captured on the [environmental wellbeing webpage](#), HR and the [Sustainability team](#) in Estates work together on other ways to promote sustainability benefits for staff on and off campus.

### Go green with a cleaner commute

You can get fit, save money and help the environment by buying a bike through the School's [cycle to work scheme](#). Simply choose a bike, hire it for an agreed length of time, and – once the hire period ends – you can buy the bike for a fraction of its original value. We use Cyclescheme, who cover a huge number of bike shops and models. Take a look now and see how you could save up to 30 per cent! When you're planning your cycle route to and from campus, take a look at the [facilities](#) we have at the School, including dedicated bicycle parking and showers.

Whether you're looking for a [clean air route](#) for your commute, or are interested in exploring around campus or your local area, take a look at our [walking for wellbeing webpage](#) for inspiration and guidance.



## Your health benefits

As an LSE employee, you can access a range of benefits and resources to support your health, whatever your role.

### Take a look at free eyesight tests

If viewing display screens is a regular part of your work, you can claim a free eyesight test through Optical Express or your own optician. You can claim your free test every two years (or more often if it's recommended by your optician). What's more, we'll also contribute towards the cost of any new glasses. See the Eyesight tests for [VDU users webpage](#) for full details.

### Access Private Medical and Dental Insurance with EduHealth

As a School employee, you can take advantage of excellent discounts on BUPA health insurance, healthcare products and other benefits via EduHealth. Just visit the [EduHealth website](#) to find out more.



### St Philips Medical Centre

Pethick-Lawrence House, Floor 2

The St Philips Medical Centre is an NHS general practice staffed by doctors and nurses who provide primary medical and nursing care to registered patients.

### LSE Treatment Clinic

Fawcett House, first floor

[enquiries@lsetreatmentclinic.co.uk](mailto:enquiries@lsetreatmentclinic.co.uk)

The [LSE Treatment Clinic](#) is open Monday to Friday for School staff and students. The clinic offers a range of treatments, including acupuncture and reflexology, sports massage and injury rehabilitation, osteopathy and more.

### Sardinia House Dental Practice

Sardinia House, fourth floor

Tel: 020 7404 8600

[info@sardiniadental.com](mailto:info@sardiniadental.com)

Sardinia House Dental Practice is an independent practice which offers discounts to School staff and students on most routine treatments.



## Your data and technology

Our Tech Support is your first point of contact if you would like to report an issue, ask a question or request a new service.

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By phone: **020 7107 5000** | **x5000** (24 hour service)

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By email: [tech.support@lse.ac.uk](mailto:tech.support@lse.ac.uk)

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In person: Tech Centre, Library First Floor/Mon-Fri, 9.30am-5.30pm

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We take your information security very seriously. Our **Cyber Security webpages** cover all things security-related, including how best to store and handle data, the best ways to protect your devices and how to spot a phishing attempt. Our key services include:

**Assistive Technology:** If you have a disability, we have a range of specialised equipment and software to support you in your role. Visit the [Assistive Tech webpage](#) for more details.

**MFA:** For an extra layer of security, you will be required to set up Multi-Factor Authentication on your LSE account. We provide guidance on [how to set it up](#).

**Remote Access:** Whether you're on or off campus, you can access files and folders on the School network using our remote desktop, which is available via a VPN service. Visit the [VPN webpage](#) for more details.

**Webmail:** You can access your LSE email from anywhere, simply by visiting [mail.lse.ac.uk](mailto:mail.lse.ac.uk) and logging in as normal.

**Wi-Fi:** Our Wi-Fi network eduroam allows secure connectivity across the School and many other institutions in the UK and abroad.

**Free Microsoft Office downloads:** You can get **free copies of Microsoft Office** software on up to five desktops (PC and Mac) as well as up to five mobile devices.

**Cyber security training:** We provide a **short training course** that is mandatory for everyone to take, which helps you spot phishing attempts, keep data secure and know who to contact if you have concerns.

## Your library

Our Library holds one of the most important social science collections anywhere in the world. Whether it's part of your role or just personal interest, you are welcome to use the Library as a School employee.

The items are split into two collections to help you find what you are looking for:

- The Course Collection is located on the first floor and holds multiple copies of essential textbooks for the School's taught courses.
- The Main Collection is housed across three floors and holds wider research and learning items for the social sciences.

You can also access many books, articles and data online, both on and off campus.

### Borrowing books

Use Library Search to search across print and online collections for the books you're interested in. You can borrow many books simply by using your LSE ID card at the self-service machines on the ground floor. Books from the Main Collection can be borrowed for 90 days and books from the Course Collection for seven days. Please make sure that you return books on time. You can renew books online by **logging into your Library account**.

### Archives and special collections

The Women's Library Reading Room is located on the fourth floor and is where all of our archives and special collections material can be accessed. Highlights include:



- The Women's Library, including the history of women's suffrage and the campaign for the vote.
- LGBT+ collections, covering LGBT rights campaigning over the years.
- LSE History, from the School's founding to today.
- Charles Booth's 19th century Survey of London.

The Library also hosts a changing programme of exhibitions, public events and activities.

### Meet your librarian

All departments have a dedicated librarian to offer specialised support and guidance about using the Library and its resources. Find out who your **department Librarian** is and contact them for advice or to arrange a meeting.

For all general Library enquiries and information, contact us at **library.enquiries@lse.ac.uk** or via **Library chat**. Additionally, you can call us on 020 7955 7229 between 10am-4pm Monday to Friday.

# Your learning and development

Learning and development is at the very heart of what we do. No matter what stage of your career you are at, we provide a full range of learning to support your personal and professional development. At the same time, we expect you to be pro-active in managing your own career.

## For everyone

Over the next few pages you'll see the specialised training we offer categorised by staff groups. First though, here's a checklist of the e-modules and important actions that all staff need to complete.

**Please complete the following e-modules within your first three months at LSE:**

- ✓ **Ethics training module** [See page 5](#)
- ✓ **EDI training module** [See page 7](#)
- ✓ **Health and Safety workstation training and risk assessments**  
[See page 25](#)
- ✓ **Cyber Security Awareness** [See page 32](#)
- ✓ **Introduction to Sustainability module** [See page 42](#)
- ✓ **Complete your personal data and declare your interests on MyView** [See page 17](#)

✓ **Remember to book your induction** [See page 18](#)

If you are interested in becoming a First Aider or Fire Warden in your department, you can search the **Training and Development system** for these training courses provided by Health and Safety.



## Digital Skills Lab (DSL)

Learn digital skills that will help you with your personal and professional development. We offer free taught workshops, online self-study, drop-in advice sessions and bespoke training in a range of areas including collaboration tools (OneDrive, SharePoint, Teams), data science and coding (Python, R, Tableau), productivity tools (Excel, VBA, PowerPoint, Word), web design (HTML, CSS) and specialist research tools (Stata, SPSS, NVivo, QDA Miner, Qualtrics). We also offer Microsoft certification in Excel, Word, PowerPoint, Access and Outlook at a reduced cost for all LSE staff.

Visit [lse.ac.uk/digital-skills-lab](https://lse.ac.uk/digital-skills-lab) or email [digital.skills.lab@lse.ac.uk](mailto:digital.skills.lab@lse.ac.uk) for more details.

## For academic, teaching and research staff

### LSE Eden Centre for Education Enhancement

The **Eden Centre** is a centre of education expertise with a focus on academic staff development, curriculum enrichment, digital innovation, inclusive education and student partnership. We offer a range of development and funding opportunities to all staff at LSE who teach and support student learning enabling them to develop and share their practice in on-campus and online education, work towards appropriate qualifications and foster good teaching in the social sciences.

Every September, the Eden Centre runs the **New Academic Induction Programme** (NAIP), a four-day welcome and introduction to LSE, institutional life and education at the School for academic, education career track, research and policy staff. Any staff members who miss the NAIP or parts of it are encouraged to contact us at [eden@lse.ac.uk](mailto:eden@lse.ac.uk) for one-to-one guidance from their Eden Centre departmental advisers.

If you are teaching, you are welcome to undertake **LSE's Postgraduate Certificate in Higher Education**, which is accredited by AdvanceHE at Full Fellowship level. The PGCertHE is designed to support the development of good education practice at LSE in line with the School's LSE 2030 strategy with its focus on 'Educate for Global Impact' and includes modules on disciplinary teaching, course design and assessment and feedback.

All academic departments have dedicated **Eden Centre departmental advisers** with a designated senior academic developer and a senior learning technologist attached to each department. Informed by an evidence base of scholarly practice, departmental advisers meet regularly with leadership and academic staff in departments, one-to-one or in small or large groups, to discuss any aspect of teaching practice and education provision in your department (the design and implementation of education-strategy related activities, planning for the start of the academic year including in response to COVID-19, preparations for Annual Monitoring, programme and course design, assessment and feedback and the use of technology in enhancing education, etc.).

The Eden Centre runs **Atlas**, a comprehensive programme of events and development opportunities for all academic and research staff covering key thematic areas: developing teaching; inclusive practice; course development and review; academic mentoring and the use of technology in teaching and learning. Our Atlas events are designed to advance formal progression and informal development through:

- 1 Workshops on 'Zoom ahead', digital accessibility, innovative teaching practice in the classroom, simulations, and the connections between education and research.
- 2 New asynchronous courses that have been developed in response to COVID-19.
- 3 Opportunities to participate in networks and practice exchange forums such as for education career track staff and academic mentors.
- 4 Bespoke workshops aimed at supporting department-specific needs.

The Eden Centre also has an ever-expanding range of online **resources**, including:

- Our **A-Z of resources** on course and programme design, pedagogies and strategies, digital education and feedback
- **LSE Assessment Toolkit**
- **LSE Academic Mentoring Portal**
- **LSE GTA Portal**
- **LSE Undergraduate Research Portal**
- **Case studies** showcasing good education practice across the School
- **LSE Higher Education Blog**



The **Eden Digital team** provides advice and support in the use of technologies to enhance and innovate teaching and learning at LSE. They work with academics and professional staff to encourage and support the engaged, innovative and critical use of technology for education. They also manage the School's VLE (Moodle), the lecture recording capability (ECHO), Zoom for online lectures, seminars and classes and the use of a number of other systems such as personal response systems, e-assessment and social media.

The Eden Centre is responsible for several **education enhancement funds** for staff interested in curriculum enrichment, inclusive education, digital innovation and student partnership initiatives.

We publish a newsletter outlining education events and activities. Please get in touch at [eden@lse.ac.uk](mailto:eden@lse.ac.uk) if you would like to be added to the mailing list.

### Key contacts:

For further information on any of the initiatives offered by the Eden Centre, please visit the [Eden Centre website](#).

If you have any education technology-related questions, please contact [eden.digital@lse.ac.uk](mailto:eden.digital@lse.ac.uk).

For any other education related questions please contact [eden@lse.ac.uk](mailto:eden@lse.ac.uk) or Dr Claire Gordon, Director, LSE Eden Centre for Education Enhancement on [c.e.gordon@lse.ac.uk](mailto:c.e.gordon@lse.ac.uk).

### Developing Your Career

We expect that all academic, research and teaching staff will receive good advice on progressing in their careers from their Head of Department or other senior colleagues. There are two distinct approaches that structure these career development conversations:

- A Mentoring scheme provides teaching, research and education career track staff at the School with constructive advice from senior colleagues about how they can develop their career.
- A Career Development Review (CDR) scheme provides constructive advice to teaching, research and education career track staff about developing their careers.

The School is also actively engaged with The Concordat to Support the Career Development of Researchers setting out the expectations and responsibilities of researchers, their managers, employers and funders in managing the career development of the researcher. Please see [The Concordat and Action Plan webpage](#) for further information.

## For professional services staff



### Managing Your Career

**Organisational Learning** offer a wide range of opportunities and resources to enable you to proactively plan and manage your career in professional services, including:

**Apprenticeships:** a variety of apprenticeship programmes are available, giving you the opportunity to gain professional qualifications and the skills required to assist you with preparing for a future role, or to thrive within your current role.

**Career Development Guide:** full of advice, guidance and practical steps to help you navigate and advance your career. Learn from case studies of LSE staff who have successfully developed their careers and explore the many hints and tips to equip yourself with the skills to help develop your career in the way you choose.

**Career Development Review (CDR):** the annual review enables you and your manager to set objectives, explore development needs and discuss your career aspirations.

**Leadership and Management Development:** a full range of courses and programmes to develop new and existing managers and leaders.

**Mentoring Scheme:** gives you the opportunity to learn from the knowledge, skills and experience of a mentor, on a one-to-one basis.

**BAME Mentoring Scheme:** supports career progression for BAME staff members through one-to-one mentoring or mentoring circles.

**Projects as Learning (PAL) days:** a less formal way of gaining new experience in a short-term role elsewhere in the School.

**Secondments:** give you the opportunity to broaden your skills and knowledge by undertaking a fixed-term role in another part of the School.

**Shadowing Scheme:** gives you the opportunity to work alongside a colleague and gain an insight into their role.

### Personal Effectiveness

Our learning and development offerings are not just about progressing your career, they are about providing the right support to enable you to develop yourself to the full as an individual. They include a range of **internally run courses**, one-to-one **coaching**, our **Online Certificate Courses**, our **Learn for You** scheme, and funding for **external courses** and qualifications.

All of this is supported by the online **People Management Toolkit**, which has a wide range of useful information, practical resources, hints and tips, and much more. The Toolkit includes our **Blended Working Development Programme**, providing guidance, practical training, key tips and ideas for enabling effective blended ways of working across the School.

To find out more, please visit our **Organisational Learning webpages** and get in touch with us at: [hr.learning@lse.ac.uk](mailto:hr.learning@lse.ac.uk).



# Get involved

Our community thrives when everyone feels that they can contribute to what goes on at the School. Read on for just some of the ways in which we get the word out on what's happening around the School – and how you can contribute in return.



## Communications

### Staff webpages

Our staff webpages are a home for information and news about our departments, divisions and research centres. From the **staff home page** you can find quick links to day-to-day services and sites, including MyView, (payslips and annual leave), LSE Extras (lifestyle and wellbeing benefits), policies and procedures, the School directory, Human Resources, information on upcoming events, and how to connect and contribute to the LSE community.

### Get communications support and share your stories

The Internal Communications team is here to help make LSE a great place to work and study. Through meaningful and inspiring communications, we connect staff and students, and bring our community to life. We also equip staff and students with the information, tools and resources to navigate your School and to feel empowered to contribute and work in partnership with each other.

Get in touch at [communications.internal@lse.ac.uk](mailto:communications.internal@lse.ac.uk) if you want to share an example of great collaboration or need support with your communications – we can advise on best practice, content writing, audience mapping and engagement, promotion via School channels, and change communications.

### Staff News

You'll receive the latest on what's happening across our School community in our weekly **Staff News e-newsletter** (fortnightly outside term time). The newsletter includes updates from the Directorate, training and development opportunities, wellbeing activities, upcoming events, campus developments, staff awards, interviews with colleagues, and the latest in research. Get involved by sharing your news and achievements, or nominate a "Star of the Week", by contacting Internal Communications.

## LSE news and media

You can see the latest articles, announcements and media stories from LSE on the [News and Media pages](#). Please contact the Media Relations team at [media.relations@lse.ac.uk](mailto:media.relations@lse.ac.uk) to share your own news, if you are approached by the media for a comment, or to contribute to a discussion.

## LSE on social media

Social media enables us to connect with students, scholars and the public in new and exciting ways. The School has accounts with Facebook, Twitter, Instagram, LinkedIn, YouTube, and SoundCloud. Our internal LSE Student Hub app enables students to chat to one another, get campus news and see their timetables on their phones.

If your role involves working with social media, we can provide guidelines and tutorials on best practice.

## Keep up to date with LSE research and impact

Check out the [LSE Blogs](#) which contain cutting-edge thinking and commentary from across the social sciences and are read by more than 100,000 every week. You can see our latest videos and listen to our podcasts on [LSE Player](#), and see images of campus events at [LSEinpictures](#).



## Digital Communications

The [Digital Communications team](#) develops and manages digital projects across the School. They give guidance on digital content, user experience and delivering new digital initiatives, provide CMS support to the community of website and blog editors, and give training on both CMS and digital best practices.

## Design and brand

You can find templates for materials such as presentations, posters and reports, along with the LSE style guide, on [LSE's Brand Portal](#). If you need strategic advice and practical support for departmental/divisional marketing initiatives, get in touch with our [Design Unit](#).

The [Film and Audio team](#), made up of filmmakers and audio experts, also supports professional services, academic departments and research centres at LSE to create, produce and distribute high quality film and audio content for internal and external audiences. The team also helps to produce podcasts and provides consultancy on podcast development and distribution.

## Public Affairs

The [Public Affairs team](#) works in Westminster, Whitehall and City Hall and with policy-makers and opinion-formers to raise the profile of priority issues for LSE. The team can advise on how academic research can have maximum impact on policy and on political scrutiny, and offer advice on influencing opportunities such as submitting consultation responses and giving evidence to committees.

We work to make sure that LSE's public affairs activities are joined up, and are always available to help maximise engagement, so do let us know how we can help with ideas for political engagement or sign up to our weekly newsletter by contacting the team.

Find out more about what Communications do and how we can help you on our [LSE Communications webpages](#).

## Staff networks

Staff voice is very important to our community. If you want to make yourself heard, why not get involved with one or more of our **staff networks**? Each one gives you the opportunity to have your say on what goes on; to advocate for change, support others and be supported yourself.



### LSE EmbRace

**LSE EmbRace** comprises a community of motivated and engaged staff committed to tackling institutional and systemic racism at LSE. EmbRace champions a “no decision about us without us” approach because decisions about Black, Asian and minority ethnic staff and students should be well informed. EmbRace also provides development and networking opportunities for all members. EmbRace is proud to work with the entire LSE community to become an anti-racist university and to champion racial equity and diversity. Stay connected and informed by **subscribing to our newsletter** and joining our **Teams channel**.

Contact: [embrace@lse.ac.uk](mailto:embrace@lse.ac.uk).

### Gender Equality Forum (GEF)

The Gender Equality Forum is an independent staff network that works as an advocacy and support network for academic staff at the LSE. GEF are committed to addressing all aspects of gender inequality, including pay, access and culture. The GEF meet once a term, to discuss items raised by members, and use online email consultation with the group on specific topics of concern.

Contact: [s.c.ali@lse.ac.uk](mailto:s.c.ali@lse.ac.uk), [k.m.millar@lse.ac.uk](mailto:k.m.millar@lse.ac.uk), [e.k.knott@lse.ac.uk](mailto:e.k.knott@lse.ac.uk).

### LSE Power – professional women’s network

**LSE Power** aims to engage with professional services staff of all gender groups within the School to encourage and champion behaviour change and development of School policy and practice towards gender equity. The Power network also provides professional development opportunities including training, networking and termly events. Stay connected and informed by **subscribing to our newsletter** and joining our **Teams channel**.

Contact: [professional.womens.network@lse.ac.uk](mailto:professional.womens.network@lse.ac.uk).

**Male Allies programme:** within LSE Power, is open to all who identify as male, so that all staff can advocate for advancing gender equality. To find out more, join LSE Power on Teams and look for the **Male Allies channel**.

### Disability and Wellbeing Staff Network (DAWN)

**DAWN** is LSE’s Disability and Wellbeing Network for Disabled staff and interested non-disabled staff. DAWN works to promote inclusion and accessibility at LSE and provide support and guidance to Disabled staff members. We aim to provide a truly inclusive environment in which no Disabled member ever feels excluded or unable to participate due to their disability, is able to network and engage with other Disabled staff members and allies to discuss disability related issues and can enjoy fully inclusive social events. Stay connected and informed by joining our **Teams channel**.

Contact: [DAWN@lse.ac.uk](mailto:DAWN@lse.ac.uk).



## Spectrum

**Spectrum** is the network for Lesbian, Gay, Bisexual and Trans (LGBT) and other minority sexual orientation and gender identities in the School. Spectrum's main aims include lobbying and representation, culture and education, social networking and support on issues relating to LGBT+ equality and staff. Stay connected and informed by [subscribing to our newsletter](#), joining our [Teams channel](#) and following us on [Twitter](#).

Contact: [spectrum@lse.ac.uk](mailto:spectrum@lse.ac.uk).

## Parents and Carers Network

The **Parents and Carers Network** aims to give parents and carers at the School a way of getting together in an informal environment. The network provides peer-to-peer support for parents, parents-to-be and others with caring responsibilities, and holds regular events open to all. The vast majority of informal network chatter takes place over Teams. The network also has a long-term aim to influence School policy to improve the working lives of parents and other carers, which will be of benefit to the whole School. Stay connected and informed by [subscribing to our newsletter](#) and joining our [Teams channel](#).

Contact: [parents.and.carers.network@lse.ac.uk](mailto:parents.and.carers.network@lse.ac.uk).

## Trade unions

Trade unions are an important way for staff to raise issues and have their say on what goes on. The School formally recognises three trade unions: UNISON, Unite, and the Universities and Colleges Union (UCU). You can choose to pay your union direct or as a deduction from your salary. For more details, including how to sign up, just please visit our [Union membership webpage](#).



## LSE Events

The School hosts over 150 public lectures a year that attract some of the most influential figures in the social sciences and beyond. Nearly all events are free to attend (although you need to sign up in advance for any that are ticketed). Even better, everything on the public lecture programme is open to anyone, whether or not they are linked with the School!

The LSE events leaflet – covering public lectures, talks and seminars – is published at the start of each term. You can pick up a copy from the receptions of most buildings on campus, [download a PDF](#), or receive a copy in the post by emailing [events@lse.ac.uk](mailto:events@lse.ac.uk). If you cannot make it to an event in person, most are recorded and made available as podcasts which can be downloaded from [LSE Player](#).

The public lecture programme is just part of our vibrant cultural side. Many other events are hosted by academic departments, research centres and student societies. We also have free music concerts in the Shaw Library, an LSE orchestra and choir with their own professional conductors, student societies (including art, film and photography), and much more. See [LSE Arts](#) for full details. If you have any access requirements, please contact the event organiser as far in advance as possible of the event you are planning to attend (and before tickets are released if it's ticketed).

Visit the [LSE Events website](#) for a complete picture of what's on offer. You can also sign up to receive updates about the events programme or follow [@LSEpublicevents](#) on Twitter. And, if you're interested in seeing what the wider School is up to, take a moment to look at the student webpages.

# Sustainability at LSE

- Visit us at [lse.ac.uk/sustainablelse](https://lse.ac.uk/sustainablelse)
- Subscribe to our [Sustainability Newsletter](#)
- Follow us on [Twitter](#), [Instagram](#), [Facebook](#)

## Do your bit

### 1 Think before you buy

If you need to buy, think about sustainability considerations: can an item be recycled, is it made of recycled materials, is it made of sustainable materials (e.g. FSC wood), is it locally sourced, etc.

### 2 Reduce, reuse, recycle

Only print when necessary, avoid using disposable items (eg cups) and switch to reusable alternatives. Recycle your waste using our [recycling facilities](#).

### 3 Travel green

Attend and organise meetings and events online rather than travelling. For local travel adopt public transport. If you need to travel choose train over flight. And if flying, use economy to save carbon.

### 4 Switch it off

Save energy by turning equipment and lights off when not in use. Cancel room bookings when no longer needed. To help reduce need for heating and cooling adapt your clothing to the season (winter jumpers!) and report faults to the Estates Helpdesk.



## Learn more and get involved

- Take the [Sustainability training module](#) on Moodle
- Make yourself familiar and put into practice the principles of our [Sustainability Strategic Plan](#)
- Join or start a [Green Impact team](#) to improve sustainability within your division, department, office, hall of residence.

## Meet the team

The [Sustainability team](#) works to drive change and empower people to create a #SustainableLSE.

Contact us at [sustainability.team@lse.ac.uk](mailto:sustainability.team@lse.ac.uk).

## Celebrating our community

At LSE, we believe that hard work breeds success, and that success should be recognised and celebrated. That's why we have all kinds of ways of bringing our community together and enhancing the experience of everyone who works at LSE.

Academic and research departments host their own celebratory events throughout the year. Both the **Values in Practice Awards** and the **Professional Services Staff Conference** bring professional services staff together to mark the year's achievements in fine style.

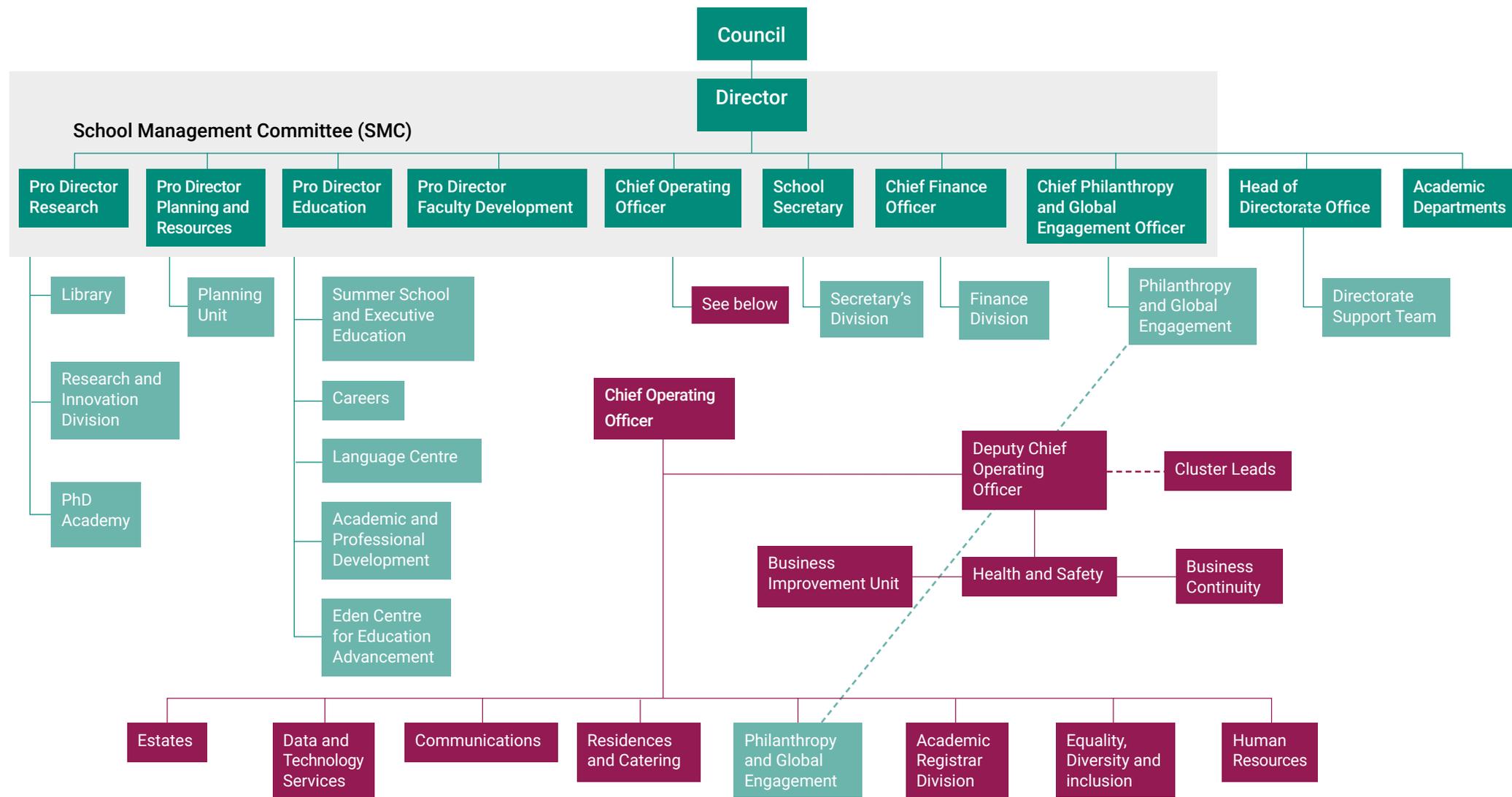
The LSE Festival, held annually, brings together global leaders, change makers and world-class LSE academics to investigate how we can learn lessons from the past, tackle the challenges of today and shape the future. Visit the **LSE Festival webpage** to see the programme of events for the current LSE Festival and to experience those held in recent years.

Through our Events office, we also organise **staff parties** throughout the year, whether it's Afternoon Tea with the Director, the Children's Christmas Party, Director's Christmas Party for staff, or the Party on the Plaza (our big summer event).

These are just some of the ways in which celebrate our unique community. Visit the **We are part of LSE webpages** to find out more.



# Our structure





## Useful links

[Welcome for New Staff](#)

[LSE Staff](#) Quick links and School news

[Key information for staff](#)

[Finding your way around LSE](#)

[MyView](#) Self-service portal

[Webmail](#) Work email

[Remote Access](#) School resources

## Comments, questions or suggestions?

We hope that you find this booklet useful and that it's the start of a fantastic time with us. We always like to hear feedback about your welcome to the School, or anything else about your time here, at [hr.learning@lse.ac.uk](mailto:hr.learning@lse.ac.uk).

**LSE Human Resources**

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All information is correct at time of going to publication.

This document is reviewed and edited annually by Laura Jenkins in Organisational Learning.

Thank you to all staff across LSE who have contributed content and to the Design Unit for production. Please send any updates and corrections to: [\*\*hr.learning@lse.ac.uk\*\*](mailto:hr.learning@lse.ac.uk).

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