Project Buddy Scheme – Guidance for Users

For first version of the buddy system, we have assigned buddies randomly. Buddies are assigned so that buddies aren't line managers to each other. We will review the scheme after 4 weeks to assess its value:

- Buddy pairs should touch base daily using the MS Teams Chat tool / phone / email as agreed between both parties
- Pairs should mutually agree the timings and regularity for any exchanges
- If a member of staff cannot contact their buddy during an agreed time, and there are further grounds for concern, such as non-answering of text messages or direct e-mails, a line manager should be notified
- Please engage around non-work matters wherever possible, the intention is to form a supportive bonding – try to explore the likes / dislikes of your buddy to see if you have either common or different interests to discuss
- There is no need to share personal or sensitive information unless you feel comfortable in doing so
- If anyone has concerns about any element of the scheme, they should contact either the project people management team or myself