

Ireland

Total *reward*



JONES LANG
LASALLE®

Total cash & savings

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Total
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Total *reward*

At Jones Lang LaSalle we have a Total *reward* concept that represents a variety of programmes and plans designed to reward, recognise and motivate employees and a commitment to continuous personal development and career enhancement opportunities.

Total *reward* places the emphasis on the whole benefits package offered by the firm. We use this concept because we believe it is important for our employees to understand how their pay and benefits add up. We also recognise that each person's financial circumstances are different and may change over time. We are therefore continually looking at ways to diversify this offering and improve the benefits provided to our employees.

Your Total *reward* package includes: competitive base pay, annual discretionary bonus, 22 days basic holiday, access to private health care, company pension scheme, life assurance, company share programmes, big savings on your commuter travel costs, payment of training expenses and professional subscriptions and extensive support in your personal development and career management requirements, to name just a few.

This booklet provides detailed information on all aspects of Total *reward* and I would encourage you to read it carefully and take advantage of the wealth of opportunities available to you as an employee of Jones Lang LaSalle.

If you would like further information on any aspect of Total *reward*, please do not hesitate to contact a member of the Human Resources team who will be happy to assist you.



John Mulcahy
Managing Director, Ireland





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Total *cash*

At Jones Lang LaSalle your Total *cash* reward is the sum of your base salary and your bonus. Total *cash* levels have been targeted to be highly competitive and to enable you to share in the success of the business.

Base salary

Your salary is normally reviewed in January each year. The review will be based on your performance, capabilities and your job responsibilities in the context of market pay levels and the budgets available.

Your salary is paid monthly, in arrears on the last working day of the month, by direct transfer into your nominated bank or building society current account. You will also receive your itemised payslip on the same day.

Your monthly salary is calculated by taking your annual salary and dividing this by 12; thus for each month worked you receive 1/12th of the annual figure minus the appropriate deductions.

Bonus plan

As an employee of Jones Lang LaSalle, you will be eligible to participate in the firm's discretionary bonus plan.

The bonus payment will only apply to staff who were employed by the firm at the bonus payment date, which is in the month of March, following the end of the firm's financial year.



Savings

Jones Lang LaSalle sponsors a series of compensation and benefit programmes that can help employees plan for the future and meet their personal financial goals. The summary below is intended to help increase awareness and understanding of the programmes available, however, more detailed information can be obtained from Human Resources.

The Jones Lang LaSalle Pension plan

The Jones Lang LaSalle personal pension plan is designed to help you save money now to provide an income when you retire. In summary the plan offers:

- Pension on retirement with the option of cash in lieu of part of your pension.
- Full tax relief on your own contributions of up to 40% of earnings each year, depending on age.
- Convenience – contributions are deducted and tax relief is applied at source.
- Option of a dependant's pension on death in retirement.
- Benefits on death in service.

How does the pension plan work?

The plan operates on the defined contribution, or money purchase, principle. This means that your contributions, together with those paid by your employer on your behalf, are invested by the trustees in a personal account in your name (known as your Retirement Account). At retirement, the accumulated value of your Retirement Account is used to secure benefits for you and your dependants.

The benefits you will receive on your retirement ultimately depend on three factors:

- The contributions paid by yourself, and by the employer on your behalf.
- The investment returns achieved on those contributions.
- The cost of securing benefits for you and your dependants when you retire.

Death in service benefits

If you die in service before your normal retirement age (65), whilst an active member of the pension plan, a lump sum amount at the date of death would be paid equal to:

- Three times your salary, plus;
- The value of your Retirement Account.

This lump sum will be paid to your dependants or your estate as the trustees decide. Alternatively, the trustees may apply part or the entire amount to provide benefits in pension form for your dependants.

Dependants' pension

If you die before normal retirement age (65 years), whilst you are a member of the plan for retirement benefits and you are married or a family member, a pension equal to 25% of your salary is payable in addition to the lump sum.

Eligibility for personal pension plan membership

All permanent employees of the firm, who are based in the Republic of Ireland and who are not members of another Jones Lang LaSalle pension plan for retirement benefits, are eligible for membership of the plan.

How do I apply for membership?

You are automatically included in the plan when you fulfil the eligibility conditions. However, you may opt out of the plan for retirement benefits by completing the opt out form.

To formalise your membership of the plan and your choice of investment fund(s) you must complete an application form which should then be returned directly to the Finance Department.

Pensions can be a complicated benefit and therefore employees are encouraged to contact our pension providers, New Ireland Assurance plc. Contact details:
John Ryan, New Ireland Assurance plc
Phone: +353 (0)1 617 2339.



Sharesave plan

The Sharesave plan (Savings Related Share Option (Ireland) plan) enables you to share in the potential success of Jones Lang LaSalle.

Sharesave works by enabling you to save a set amount of money for a specified period of time. At the end of the agreed term you are guaranteed a tax-free bonus, which you can use to buy shares in Jones Lang LaSalle, or you can withdraw the money you have saved – or a combination of the two.

If you choose to buy shares in the firm, you may buy them at a discounted US Dollar price which is fixed at the start of the savings contract, and will not incur any buying charges. If the price of Jones Lang LaSalle shares is higher at the end of the term than the fixed price that you pay, you could make a profit if you sell your shares. Alternatively, you may wish to hold on to your shares to participate in the firm's success by enjoying the benefits of being a shareholder.

How to apply?

To participate in the Sharesave plan you need to complete three simple steps: –

Step 1

Decide how much you want to save each month. This can be any amount between €12 and €320 in whole euros. You can't change the amount once the plan starts, so choose an amount you can comfortably afford to save. You also need to decide for how long you wish to save from a choice of 3 or 5 years.

Step 2

Complete the application form that will be sent to all eligible employees and return it to your local Sharesave co-ordinator.

A Sharesave account with Barclays* will be opened for you, and your savings will be automatically taken from your salary (after tax) and paid into your Sharesave account each month.

You will receive notification that your application has been accepted by way of an Option Certificate showing the maximum number of shares you can buy at the end of the plan, the option price and your monthly savings amount. Barclays will send you a statement each year to show you how much you've saved.

Step 3

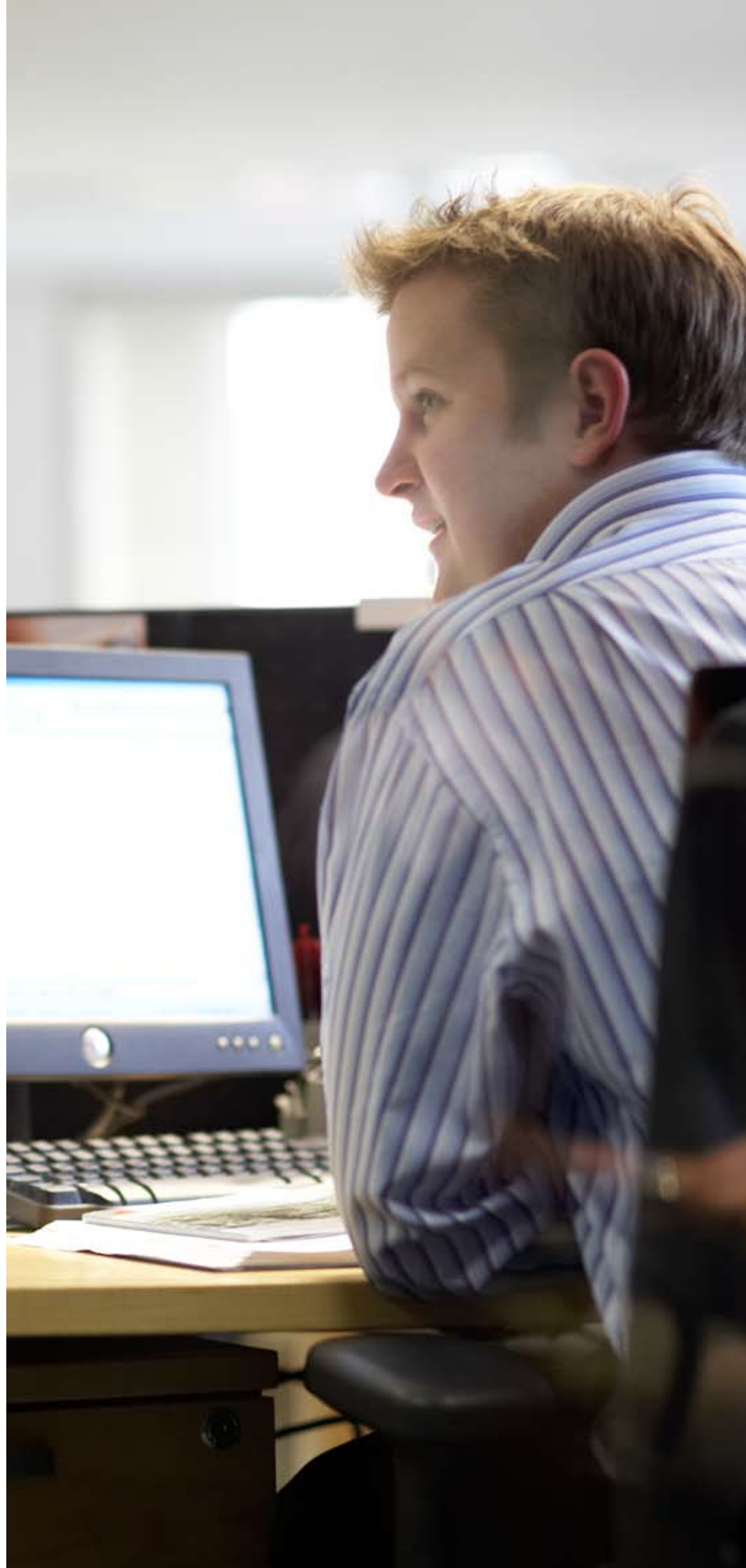
At the end of three or five years, you have a choice:

- You can use your savings and bonus to buy shares in Jones Lang LaSalle; or
- You can take the money and spend it however you want; or
- You can buy some shares and use the rest of the money however you want.

Eligible employees will receive information during the annual invitation period.

For more information please contact the Yorkshire Building Society on either +44 (0)1274 705 758 or email corpb_int@ybs.co.uk.

* Please note that Barclays is working in conjunction with Yorkshire Building Society.



Stock ownership programme

The following desirable share ownership guidelines have been established for each director level at Jones Lang LaSalle:

- International Director = Four times annual base salary
- Regional Director = Three times annual base salary
- National Director = Two times annual base salary

Ownership guidelines have been established in order to:

- Align a portion of the compensation of those employees who are most responsible for the results of the firm with the interests of shareholders.
- Reward people who make long-term contributions to the firm and encourage retention through long-term wealth building incentives.
- Reinforce the “one firm” mindset by encouraging employee ownership across business units and regions.

To help directors reach these ownership objectives, directors are paid a portion of any total discretionary award as a stock bonus in restricted stock units (known as ‘SOP Shares’):

International Directors 20% (‘ID’) (option to opt down to 15%)

Regional Directors 15% (‘RD’) (option to opt down to 10%)

National Directors 10% (‘ND’) (option to opt down to 5%)

Minimum participation levels

Participation in SOP requires that the minimum value of stock bonus to be paid as SOP shares be no less than US \$2,000 (before uplift is applied).

Maximum participation levels

The maximum amount of stock bonus to be paid as SOP shares will be US \$150,000 (before uplift is applied).

For general questions about your unvested equity awards, please contact:
Compensation & Benefits, EMEA HR
Phone: +44 (0)20 7399 5748 / 5380

If you have general questions about your Smith Barney account, please contact:
Smith Barney, London
Phone: +44 (0)20 7508 6666

Stock Ownership Programme Example (National Director)



Step	Description	Value	Notes
Step 1	Directors are paid a portion of their Total Award as a discretionary Stock Bonus (rather than as a discretionary Cash Bonus), awarded in the form of restricted stock units (“SOP Shares”) under the Stock Ownership plan. In addition, the firm increases the value of SOP Shares by 20% when granted.	20% Uplift EUR 2,000	Stock Bonus EUR 10,000
Step 2	Any SOP Shares that a Director receives will be granted as of the immediately preceding January 1st and will vest subject to the Director continuing to be employed by the Company as of each Vesting Date, and the terms of the specific agreement which memorialises the terms of the award.	Stock Ownership Award (“SOP”) EUR 12,000	
Step 3	<ul style="list-style-type: none"> • Share Price = Closing Share Price on 1st Trading Day of the Year (In this example, Share Price = USD 100) • Exchange Rate = Exchange Rate on Last Trading Day of Prior Year as determined by the firm (In this example, Exchange Rate is 1EUR = .75 USD) 	Currency Conversion Convert SOP Award to USD EUR 12,000 = USD 9,000	Conversion to Stock USD 9,000 / 100 = 90 RSUs awarded under the SOP Programme
Step 4	<ul style="list-style-type: none"> • 50% of SOP Shares vest on the 1st July that is 18 months after the grant date • 50% of SOP Shares vest on the 1st July that is 30 months after the grant date 	50% = 45 of SOP Shares vest 18 months after the grant date.	50% = 45 of SOP Shares vest 30 months after the grant date.



Holiday fund

The holiday fund has been set up to assist employees with saving for their holidays. If you struggle to save for your annual leave setting up a holiday fund will help you save on a regular monthly basis. The rules of the fund are outlined below:

- You nominate the amount you wish to contribute monthly to the fund by filling out a holiday fund contribution form.
- Contributions are accepted on a monthly basis and are deducted directly from your salary. Monthly contributions are capped at €250.
- Your fund must have a positive balance for six months to entitle you to make a withdrawal. You may withdraw a maximum of twelve times your monthly contribution providing the previous six monthly contributions were equal to, or greater than, the current monthly contribution and with relevant approval.
- Withdrawals can be made by way of monthly salary or by cheque. Two weeks advance notice of withdrawals must be given to the Finance Department.
- You must pay back in full all withdrawals within six months of the drawdown date. An additional contribution can be made in a particular month by completing the relevant form. This additional contribution is not considered when calculating the maximum withdrawal permissible.
- Monthly contributions may only be reduced when your fund account has a positive balance.
- You will be sent quarterly statements detailing your fund account.
- Notice of any new or revised contributions will have to be received by the Finance Department before the fifteenth of each month so as to apply for that month's salary.
- Any monies owed to the fund will be deducted from your salary should you leave the firm or wish to cease contributing to the fund.

The fund is managed and administered by the Finance Department. For further information, please contact the Finance Department directly.



Total *benefits*

Health & wellbeing

- Group medical scheme
- Life assurance
- Permanent health insurance
- 24 hour personal accident insurance cover
- Free eye tests

Holiday entitlement

Travel benefits

- Company car scheme
- TaxSaver commuter tickets
- Weekend parking facilities
- Travel insurance

Employee discounts

- Group scheme employee discounts
- Microsoft home use programme
- Premium financial package from Ulster Bank
- Professional fees

Parental & adoption leave

- Maternity, adoption & parental leave

Total *benefits*

At Jones Lang LaSalle we want to make it easier for you to balance your home and work lives and take care of yourself and your family. Our *benefits* have been designed to offer you a range of choices and flexibility at each stage of your life.

Health & wellbeing

Group medical scheme

Jones Lang LaSalle offers all staff (excluding short term contract) paid cover under the Company Health Plan with VHI. For further details contact the Finance Department.

Services offered within the Jones Lang LaSalle employee discount group scheme include comprehensive male and female health screening at the Mater Private Hospital.

The Mater Private Hospital is offering these health checks at an exclusive group scheme price for members. For more information please visit www.jll.groupscheme.com.

Life assurance

All permanent members of staff, who have completed their probationary period and who have worked for the firm for 6 months, are covered for life assurance up to prescribed limits subject to the rules of the scheme. You should ensure that you have completed a nomination form advising the trustees who you would like to receive the lump sum. Although this is not binding on the trustees for tax reasons, your wishes will usually be followed if this is possible. This benefit is met by an insurance policy held by the trustees. For full details of cover please contact the Finance Department.

Permanent Health Insurance

All permanent members of staff are covered under the Permanent Health Scheme. The object of the scheme is to provide you with an income during prolonged absence from work due to total incapacity as a result of an illness or accident. The benefit is equal to 75% of salary less twice the State disability benefit. The benefit is payable after a deferred period of 26 weeks, subject to the Insurer accepting the claim, and will escalate in payment at a rate of 3% per annum. For further details contact the Finance Department.

24 hour personal accident insurance cover

All members of staff (full, part-time & temporary) are covered by 24 hour personal accident insurance for any serious injuries that result from an accident. Serious injuries classified under this policy include accidents causing a permanent disability; blindness; deafness; or loss of life. For further details on this policy please contact the Finance Department.

Free eye tests

Jones Lang LaSalle will provide and pay for eye examinations for employees who are regular Display Screen Equipment (DSE, also referred to as Visual Display Equipment or VDU) users.

Eye tests are arranged by the firm every two years, unless recommended otherwise.

Following the eye test, the optician will issue you with a VDU Certificate of Recommendation, which provides a clear assessment as to whether glasses are required specifically for VDU use. If glasses are required the firm shall pay a contribution towards the cost. Please contact Human Resources to ascertain the current level of contribution.

For further information on using IT equipment safely, please refer to the Visual Display Equipment section in Jones Lang LaSalle's Health & Safety Policy.

Holiday entitlement

The holiday year runs from 1st January to 31st December.

Annual holiday entitlement is 20 working days, in accordance with the Organisation of Working Time Act, together with two days granted by the firm that are taken in conjunction with the Bank Holidays at Easter and the June weekend. These days are in addition to the standard bank holidays.

As well as your statutory annual leave, and the two days at Easter & the June weekend, all permanent staff are entitled to the following additional days leave based on years of service:

- 2 days after 2 years
- 3 days after 5 years
- 4 days after 10 years
- 5 days after 15 years
- 6 days after 20 years

Additional days are added on 1st January each year and are granted to part-time staff on a pro-rata basis.

If you are at Director level your holiday entitlement will be as follows:

- National Director upward – 30 days
- Associate Director – 28 days

Your birthday

A half day's leave will be granted for your birthday, which should be taken either on the day of your birthday or during that week. This should be agreed with your Director or Line Manager in advance.



Travel benefits

Company car scheme

Your position will dictate your entitlement to a company car or cash allowance and it will form part of your contract. In some circumstances you may take a cash allowance in lieu of a company car. For further information please contact the Finance Department.

TaxSaver commuter tickets – big savings on travel costs

With TaxSaver commuter tickets from Dublin Bus, Iamród Éireann and Luas, it is easy for employees to make savings on their tax bill. All employees are eligible as long as the tickets are provided through Jones Lang LaSalle.

Options:

- Salary sacrifice – deductions for TaxSaver commuter tickets from your basic salary.
- Cash bonus – A popular option is to switch a portion of annual cash bonus to TaxSaver commuter tickets, thus providing you with a tax saving on that portion of your bonus.

Benefits:

- Save on your travel costs due to tax and PRSI savings.
- You don't need to queue every day to buy a bus or rail ticket.
- Journeys are cheaper with prepaid tickets than with cash.

Weekend parking facilities

Members of staff can avail of free car parking in our car park at weekends.

Travel insurance

All members of staff (full, part-time & temporary) are covered by travel insurance whilst travelling on business on behalf of the firm. The main areas covered are medical expenses, rescue expenses, assistance, legal expenses, personal liability, personal property, money, cancellation, replacement and travel delay. For further details on travel insurance cover please contact the Finance Department.



Employee discounts

Group scheme employee discounts

The Jones Lang LaSalle group scheme has been specially designed to offer employees a wide range of travel, health, leisure, food, entertainment, home and motoring discounts. The cost of membership is met entirely by the firm. Membership includes discounts on:

- Mortgages and home loans.
- Mortgage protection & life cover.
- Pensions.
- Home, motor & travel insurance.
- Credit cards and personal loans.
- Tax & financial planning, legal assistance.
- Worldwide flights & car rental.
- Holiday accommodation.
- City Break package deals.
- Discount fuel card.
- Huge savings on new/used car sales.
- Online discounts on a wide range of products, including cameras, camcorders, MP3 players, computers and laptops, hands free car kits and more.
- A wide range of discounts with established and well known retailers such as Halfords, Harvey Norman, Carphone Warehouse, Mad Flowers and Lenovo.
- And much, much more...

For more details please visit www.jll.groupscheme.com.

Microsoft home use programme

This programme allows employees to receive a free, licensed copy of Microsoft Office Professional software for use on a privately-owned pc or laptop – representing a saving of over €600 on the retail price. You must be an employee of the Jones Lang LaSalle group (including LaSalle Investment Management and Jones Lang LaSalle Resources) and you must be assigned the use of a Jones Lang LaSalle computer, with Microsoft software installed by Jones Lang LaSalle for the purposes of your employment.

For more information please visit the European IT site on Delphi or <https://hup.microsoft.com>

Premium financial package from Ulster Bank

Ulster Bank is offering a premium financial package to Jones Lang LaSalle staff including mortgages, current accounts, personal loans and credit cards. For further information please request an Ulster Bank booklet from Human Resources.

Professional fees

Professional fees for all staff (except short term contract) are paid for by the firm.

Parental and adoption leave

Maternity leave – statutory benefits

You have the right to take ordinary unpaid maternity leave of 26 weeks, regardless of the length of time you have been working for the firm or the number of hours you work.

You have the right to take 16 weeks additional unpaid maternity leave if you so wish. This additional leave must commence immediately after the end of your maternity leave.

You are entitled to statutory maternity pay for the 26 week statutory maternity leave period from the Department of Social & Family Affairs. You must apply to the department for this at least 6 weeks before your baby's due date.

Additional maternity benefits available from Jones Lang LaSalle

You are entitled to statutory maternity pay for the 26 week statutory maternity leave period from the Department of Social & Family Affairs. After completion of two year's service, Jones Lang LaSalle will make up the shortfall between your statutory maternity pay and your salary during this period.

You will continue to accrue paid holiday entitlement during the 26 week period of ordinary maternity leave and, if applicable, during the 16 week additional maternity leave period, including public holidays.

Members of the non-contributory pension scheme will continue to accrue pensionable service during maternity leave or until the date of resignation, whichever is the earlier date.

Company car: This can be retained during the maternity leave period. If you have opted for a cash allowance in lieu of a car this will continue to be paid during the maternity leave period.

Discretionary bonus: In the event that such a bonus is paid, you will receive any amount awarded to you on the normal payment date. It is usual for all discretionary bonuses to be pro-rated to reflect actual time worked during the year.

Salary review: You will be included in the normal annual salary review. Any increase awarded will be effective from the date of the review.

Breastfeeding: An employee who is breastfeeding and whose date of confinement was not more than 26 weeks earlier shall be entitled, without loss of pay, to either:

- Breastfeeding breaks; or
- Reduction of working hours.

Adoption leave

This policy extends to adopting mothers and sole male adopters. An employee who is adopting a child is entitled to a minimum of 24 consecutive weeks unpaid leave starting on the day of placement of the child. In addition to the minimum period of adoptive leave, employees are entitled to take up to 16 weeks additional unpaid adoptive leave.

Other benefits during adoption leave

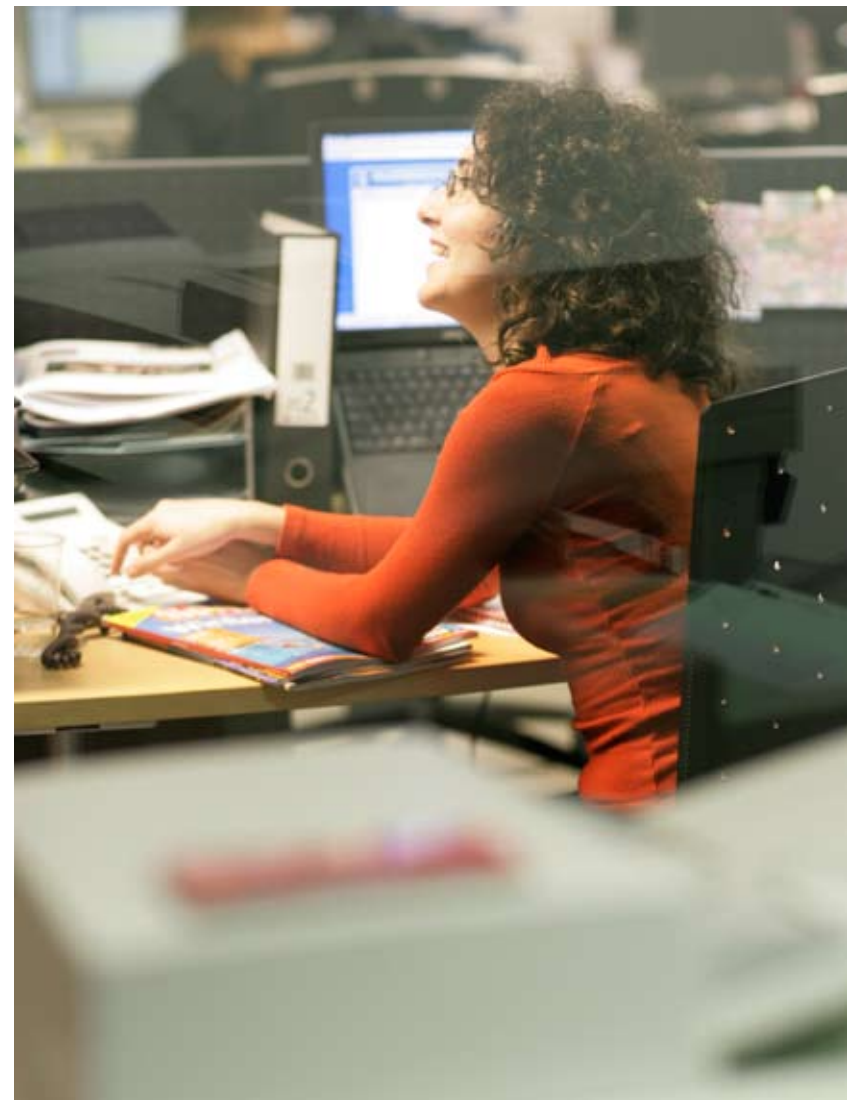
After completion of two years service an employee on adoptive leave will receive the shortfall between their salary and the statutory benefit to which they may be entitled for up to 24 weeks of their adoptive leave. All other benefits outlined under additional maternity benefits apply.

Employees intending to take adoptive leave should follow the correct procedural steps when notifying the firm. Please contact Human Resources for further information.

Parental leave

In compliance with the Parental Leave (Amendment) Act 2006, an employee may take a maximum of fourteen weeks unpaid leave per child (including adopted children) in certain circumstances.

Employees intending to take parental leave should follow the correct procedural steps when notifying the firm. Please contact Human Resources for further information.





Personal *development* & career management

The principles of personal development & career management

Training Programmes

- Formal courses
- EMEA programmes

Other learning & development opportunities

- On the job learning
- Networking
- Feedback & coaching

Mentoring programme

Study leave

Payment of fees

Global mobility programme:
International career opportunities

Personal *development* & career management

A key component of Total *reward* at Jones Lang LaSalle is a commitment to continuous personal *development* and career enhancement including tuition reimbursement for job related courses and company paid professional memberships and subscriptions as well as opportunities to work abroad.

In today's work environment the development of our employees is not optional, it is a business necessity. This is as true for the entry-level worker as it is for the seasoned professional. We have put together some principles, responsibilities and required actions to help you better understand what personal development and career management means at Jones Lang LaSalle.

Career management is a life long series of activities that contributes to a person's career exploration and fulfilment of personal interests and needs. It involves the establishment of short and long-term goals and assists in the achievement of these career goals.

The principles of personal *development* & career management

We are committed to developing all our employees to their full potential within a structured framework. This includes performance reviews; clear job levels; skills criteria for development & promotion; and extensive training programmes.

We will provide clear responsibilities for the firm and for the individual in relation to skills enhancement and commit to providing access to resources and time to allow individuals to develop their skills.

We will discuss individual career paths and opportunities for progression with honesty and clarity.

Individual employee responsibilities in personal development:

- To have the motivation, initiative and determination to look for opportunities to do his/her best.
- To review himself/herself against the appropriate skills needed.
- To prepare and work on a development action plan with his/her line manager.
- To ask for and be receptive to feedback.
- To evaluate progress against the development plan and set new goals.

Jones Lang LaSalle's responsibilities in personal development

- To make clear the expectation that managers will provide all employees with opportunities for personal development and coaching.
- To ensure that everyone prepares his/her career development plan.
- To provide constructive and appropriate feedback.
- To provide an environment for learning and development and access to resources.

We expect new recruits to display most of the skills required and to develop them continuously throughout their employment with us. However, we recognise that everyone has a different set of skills and therefore have designed our training and development programmes to give maximum flexibility, so that they can meet individual needs.

Training programmes

Formal courses

To support you in enhancing your career further a range of training courses are available. These vary from third level courses to IT courses, to management training and are tailored to individual needs and the needs of the business.

EMEA programmes

We offer a range of development programmes for delegates from across EMEA:

Coaching and leadership skills

This programme is designed for National, Regional and International Directors to help participants: –

- Motivate themselves and their teams.
- Hold colleagues to account for results.
- Achieve stretch targets.
- Increase personal productivity and overall effectiveness.
- Resolve interpersonal issues.

Director development programme – for National and Regional directors

An eight day intensive development programme designed to encourage directors to build a strong platform for their continuous development, reputation with their clients and contribution to the firm.

Associate Director development programme

An eight day intensive development programme, designed to assist Associate Directors in the development of their strategic thinking and leadership skills.

European Capital Markets programme

A six day programme designed for Capital Markets delegates up to Associate Director level, designed to develop their knowledge of Real Estate Finance and Investment, including client presentations and a workshop on 'pitching for new business'.



Other learning & development opportunities

There are different types of learning and development opportunities which form key strands of our development framework:

- On-the-job learning.
- Networking.
- Feedback & Coaching.

On-the-job learning

On-the-job learning is a vital element of your skills development. The following list is a useful aid for checking that you are getting maximum benefit from working in teams with more experienced or more senior professionals – and for checking that you are providing similar support to those who are less experienced than you.

- Gain an understanding of the main aspects of your manager's role. Make sure you know what they are doing and what their priorities are. You should never complete a task thinking "I never really understood that", even though it is tempting to do so when you are busy;
- Take an interest in the reports and correspondence that you produce or receive, to help gain a better understanding of the work done by your team;
- Think laterally and broadly, and avoid becoming purely task orientated;
- Use all the sources of information and help available to you;
- Keep one step ahead of your manager(s) in anticipating their needs.

Networking

You should aim to begin building up a network of useful contacts from your first day at the firm. Take the opportunity to meet new people on training courses and at internal events to help you understand more about the firm and what role you can play within it.

Feedback & coaching

You will receive formal feedback from your line manager at your annual performance review and mid year review.

During the year you should find opportunities to seek informal feedback on how you are doing generally and on specific areas you are working on from people you work with.

We are committed to training managers in coaching skills and this should provide day-to-day opportunities to seek guidance on specific issues.



Mentoring programme

The mentoring programme is one of a number of personal development opportunities available and helps create an environment where employees can grow, fulfil their potential and take advantage of the many career opportunities we provide. It is a natural complement to the range of training, development and coaching programmes offered and has proven to be highly beneficial to both individuals and the firm.

Mentoring is a process whereby a member of staff at any level within the business (the mentoree) embarks on a 'guidance relationship' with another member of staff (the mentor) – probably, but not necessarily, more senior to themselves. The mentoree is likely to be looking for insight into an area of the business other than their own and to look at the business and their own career from a different perspective. The mentor's role is not so much to teach or train as to guide, advise and provide insight and experience. The mentoree can expect to gain career advice and support but there are no set boundaries for what the relationship might hope to achieve when objectives are set at the start.

Study leave

Where applicable we will grant you three days study leave (including the day of the exam). This is subject to a maximum of 6 days leave per annum and should be agreed with your director or line manager in advance.

Payment of fees

Jones Lang LaSalle will consider the payment of fees in those instances where the course is work-related and fits within the training budget for any given year.

Global mobility programme: International career opportunities

Jones Lang LaSalle has approximately 160 offices worldwide and operates in more than 450 cities in over 50 countries. As part of a global firm our employees have a wealth of opportunities to progress a career overseas.

International exposure can be a life transforming experience. Achieving results in an unfamiliar setting can help develop your leadership skills, improve your ability to communicate with people from a broad range of cultural backgrounds and help you develop essential skills enabling you to operate effectively in new situations. The opportunity to learn new languages and work within a different social, political and economic system will give you new insights and a different perspective.

Jones Lang LaSalle has a successful track record of relocating employees overseas with progressive policies to address living expenses; flights home to visit family and friends; health care; advice on schooling; housing; and emergency evacuation, if required.

If you are interested in developing your career overseas, please speak to your line manager.



Total *lifestyle*

Office location

Supporting our staff

A great place to work

Get involved!

Charitable giving

Sustainability

Total *lifestyle*

Maintaining a good work / life balance is essential in ensuring you remain motivated and challenged in your career. We support our employees' increasingly busy *lifestyles* in a variety of ways from creating a relaxed and comfortable working environment to the provision of fresh fruit and a range of drinks on a daily basis to help make your working life an enjoyable one.

Office location

The Jones Lang LaSalle office is a modern, open plan space centrally located close to the Dáil and is a short stroll from Dublin's shopping and entertainment areas of Grafton Street, St Stephen's Green and Temple Bar.

Supporting our staff

We are consistently identifying new ways to help support our staff in their everyday work life. This includes the implementation of an innovative information technology helpdesk team, assisted by on-site support staff, which provides a premium one-stop knowledge and support service, ensuring you have the best support and technical know-how available.

A great place to work

One of our more unusual Total reward offers is fresh fruit which is provided during the working week. We also have high quality coffee machines and tea and water available, a microwave oven, toasters, a fridge and daily newspapers within a modern breakout area.

If you are required to work late, we will ensure the appropriate provisions are available to you whether it's a pizza dinner or a taxi home!

Get involved!

We encourage direct involvement from staff which we facilitate by way of team building days, departmental meetings and lunches, a suggestion box and a recruitment bonus scheme.

We have an active Social Committee run by members of staff who organise events throughout the year, including the Christmas party. We also encourage team drinks and lunches which offer a great opportunity for staff to get to know their colleagues on a more informal level. All such social events are fully-funded by the firm.

We raffle tickets amongst staff for concerts and sporting events when they are not being used for client entertainment.

Charitable giving

As a leading organisation we regularly receive requests for donations and support from charities across the country, as well as from clients and employees. We actively support both clients and staff with respect to their chosen charity and match Euro for Euro (budget providing) fundraising activities within the office.

Sustainability

Jones Lang LaSalle has a Sustainability Policy that clearly states the firm's beliefs about environmental sustainability and how we intend to promote them. We have implemented a variety of recycling schemes across our offices and welcome any new ideas from our employees.



Your Human Resources contacts



Margaret Mulholland
Associate Director – HR



Siobhan Broderick
HR Executive

services

Capital Markets

Advisory

Development Land

Office Agency

Tenant Rep

Retail Agency

Industrial Agency

Project & Development Services

Property Management

Research & Consulting

When it comes to an exciting, fulfilling and diverse career, Jones Lang LaSalle seeks to be the number one employer of *choice*. Our mission is to be the chosen real estate expert and strategic advisor to the leading owners, occupiers and investors around the world. Fundamental to that mission is employing, developing and retaining the *very best* people in the business.

