

# ONE STEP AT A TIME



## SUPPORTING OUR OWN



**The Furniture Makers' Company**  
the furnishing industry's charity

If completing this form in Acrobat, enter information by clicking and typing in the appropriate space. Please return it to [hello@furnituremakers.org.uk](mailto:hello@furnituremakers.org.uk).

### One Step at a Time

Please complete all sections, being sure to give the name of your organisation's One Step Champion.

Organisation name:

Head office address:

Number of employees:

Number of office buildings/sites:

One Step Champion:

Role:

Email:

Telephone:

Overview of organisation (max 50 words)

### Your commitment to communication

Please let us know how you intend on championing our message to your staff by ticking all that apply.

Including information and messages:

On your website/intranet

In induction packs for new employees

In payslips

In staff newsletters

On noticeboards

Signposting to us as part of any:

Performance management meetings

Return to work meetings

Exit interviews, particularly retirement

Including appropriate information in:

Team briefings

Line manager meetings

Appraisals/ one-to-ones

Board meetings

Staff conferences

Charity posters and cards in:

Common areas

Bathrooms/rest rooms

Staff rooms

Company vehicles

Let us know any other ways you can communicate the message

### Privacy

Contact us if you have any questions or comments about our privacy practices or this Privacy Statement. Contact us if you want to make use of any of the above rights, or other rights that you may have in relation to your personal data. Contact us if you wish to view our full Data Protection Policy. Contact us if you have other questions or requests. Please contact us at [Membership@furnituremakers.org.uk](mailto:Membership@furnituremakers.org.uk). You can also reach us at the following address: Furniture Makers' Hall, 12 Austin Friars, London, EC2N 2HE. By returning this I have understood this privacy statement and I consent to the Company collecting and using my data for the purposes described.