



**Mission Statement**  
**(Employees and Sub-Contractors)**

Heritage and Archaeological Research Practice Ltd are a Social Enterprise that aims to promote and enhance public understanding and awareness of archaeological and cultural heritage issues. The work undertaken by HARP is threefold: providing training workshops and Field Schools for university students; providing consultancy services for the construction and development sector regarding archaeological works in response to planning consent; and providing training workshops and outreach events for community organisations and members of the public. As a Social Enterprise HARP are a not-for-profit organisation, and thus, any 'profit' generated from the work and projects undertaken by HARP will be reinvested into events and activities in order to provide training opportunities and outreach events for the public.

HARP works with all members of the community and are as inclusive as is possible for all of our projects. HARP aims to provide services for all members of the community and sees cultural heritage as something that should be made available for all to appreciate and learn about. HARP education and training programmes strive to reflect this.

HARP is a small organisation and as such has a relatively small core staff, however this number increases on certain projects that are undertaken and aims to employ those with an interest and enthusiasm for the work that it does, regardless of issues such as age, race or ability. This employment and sub-contracting structure allows HARP to develop and employ effective teams for specific projects.

Whilst the registered business address of HARP is located in Edinburgh, due to the nature of the work that is carried out there is no fixed 'Head Office'. The office address in Edinburgh is located in a business centre where there is access to meeting rooms and office space when required. In general however the majority of work is carried out either on location in the field, or from home. This allows flexibility with employees and sub-contractors, and helps to reduce the need for unnecessary travel requirements and ties into HARP's Environmental Policy (available on request). Where possible meetings will be conducted to suit the needs of all parties involved, including video/conference calls where appropriate.

HARP welcomes ideas and project proposals from all employees and sub-contractors in order to develop both the company and individuals profiles. Any project proposals should be submitted to the relevant line Manager and should adhere to the principles laid out in this document.

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