

<b>TITLE</b>	<b>Fair Work First Statement</b>
<b>CATEGORY</b>	Statement
<b>REFERENCE</b>	HR38
<b>VERSION</b>	1
<b>DATE</b>	September 2023

## Introduction

Fair Work First is the Scottish Government's flagship policy for driving high quality and fair work across the labour market in Scotland by applying fair work criteria to grants, other funding and contracts being awarded by and across the public sector, where it is relevant to do so. Through this approach the Scottish Government is asking employers to adopt fair working practices.

## Statement

This statement is jointly agreed by High Life Highland and its Joint Consultation Forum, which consists of four recognised unions – EIS, GMB, Unison and Unite the Union. This forum is commonly referred to as “the JCF”.

High Life Highland (HLH) is committed to ensuring there are fair working practices in place and demonstrates its commitment to the Scottish Government’s Fair Work First policy by confirmation of the following:

### 1. HLH has an appropriate channel for effective employee voice

- We involve our recognised trade unions in key people-related governance and decision-making through our Joint Consultation Forum.
- We recognise Trade Unions across all employee groups for the purpose of consultation, collective bargaining and encourage membership.
- We make available to Trade Union representatives, and wherever possible, we will offer reasonable facilities necessary for them to carry out their duties efficiently and communicate effectively with their members.
- We engage in constructive dialogue with our employees and their Trade Union representatives to address workplace issues and disputes.
- Trade unions are always informed and consulted during people-related policy development.
- Employees are offered supportive contact with volunteer Colleague Support representatives.
- We have measures in place to support employees in the workplace and have zero tolerance of bullying, victimisation, discrimination, and harassment, as set out in our Dignity at Work Policy.
- We carry out biennial surveys to understand the views of our workforce.
- We provide opportunities for engagement with senior management, promoting a culture of openness and transparency. This includes a quarterly CEO Webinar and site visits by senior team members.

- We have formal and informal employee engagement through a variety of communication including staff newsletter and Health and Wellbeing update.

### **2. We invest in workforce development**

- As a values based organisation, our Code of Conduct and i-care (people values) framework sets out how all employees are expected to behave at work, creating a better working environment for all.
- We provide learning opportunities for employees at all levels in the Charity.
- We are committed to providing apprenticeships and other opportunities for young people through the Young Person's Guarantee initiative.
- Formal and informal learning is offered and encouraged across the workforce, relating to specific roles as well as wider development.
- We provide training for employees to become Mental Health representatives who volunteer to offer a confidential listening ear for other employees in times of vulnerability.
- We will survey staff about health and wellbeing matters from time to time in order to inform policy priorities and development.

### **3. We do not use zero hours contracts inappropriately**

- Relief and casual workers are only used when necessary and these workers are not obliged to accept work when it is offered.
- We do not use relief and casual workers to fill longer term vacancies.

### **4. We take action to tackle the gender pay gap and create a more diverse and inclusive workplace**

- We gather data to understand our workforce diversity and pay gap information.
- We support flexible working across the Charity, offering a range of flexible working patterns.
- We offer many employees the opportunity to work from home or adopt a hybrid working pattern.
- We are an Equal Opportunities Employer.
- We are a signatory to the Armed Force Covenant and support opportunities for serving members of the armed forces and veterans.
- We have received the highest level of recognition for our commitment to supporting our armed forces community, the Ministry of Defence's Employer Defence Recognition Scheme Gold Award.

### **5. We commit to paying the Real Living Wage**

- We are an accredited Living Wage employer.
- We pay employees, whatever their age, the Real Living Wage

### **6. We offer flexible and family friendly working practices for all workers**

These include:

- Part time and term time working arrangements.
- Flexi working.
- Time off for care of dependents.
- Parental Leave.
- Bereavement Leave (including those who have a miscarriage and partners).
- Compassionate and other special leave.
- Time off for voluntary and other public duties.
- Time off for Reserve Forces, training and deployment.

### **7. We oppose the use of fire and rehire practice**

- We only consider effecting change where there is a legitimate business need.
- We strive to achieve change through agreement.
- We are committed to working with our Trade Unions partners to ensure there is effective consultation and negotiation relating to change.

## Version history

Version	Title	Status*	Date	Notes
1	Fair Work First Statement	Created	August 2023	

### \*Status Key

Created = a new policy

Updated = previous version retained with amendments/additions

Reviewed = existing version considered to need no amendments/additions

Archived = No longer required