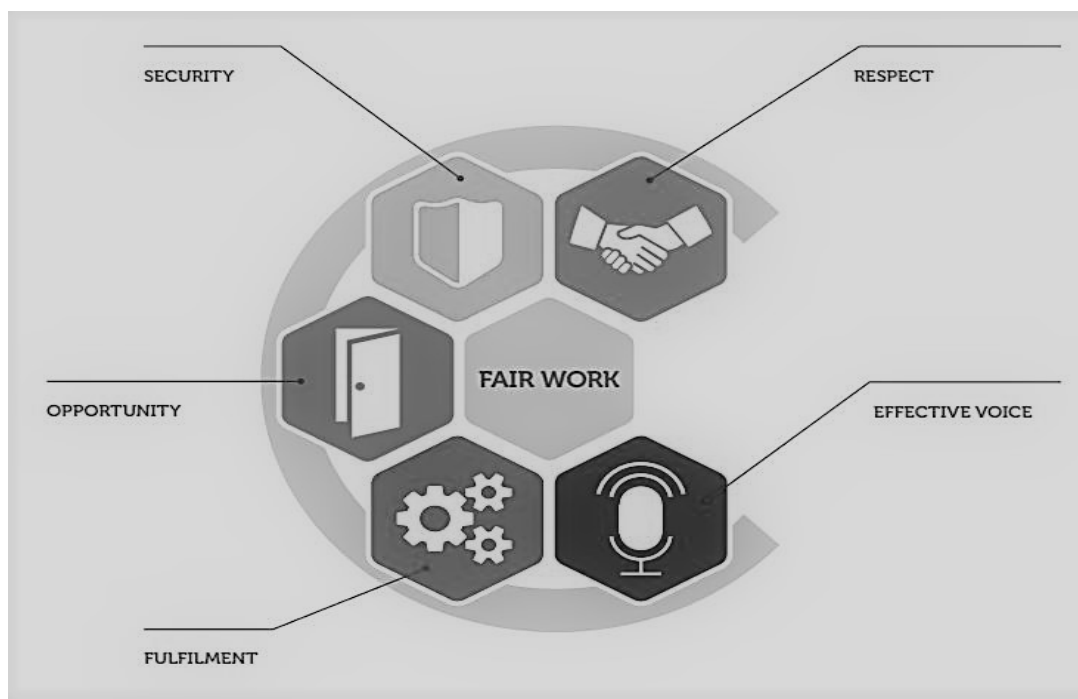


Fair Work First: Policy Statement

Background

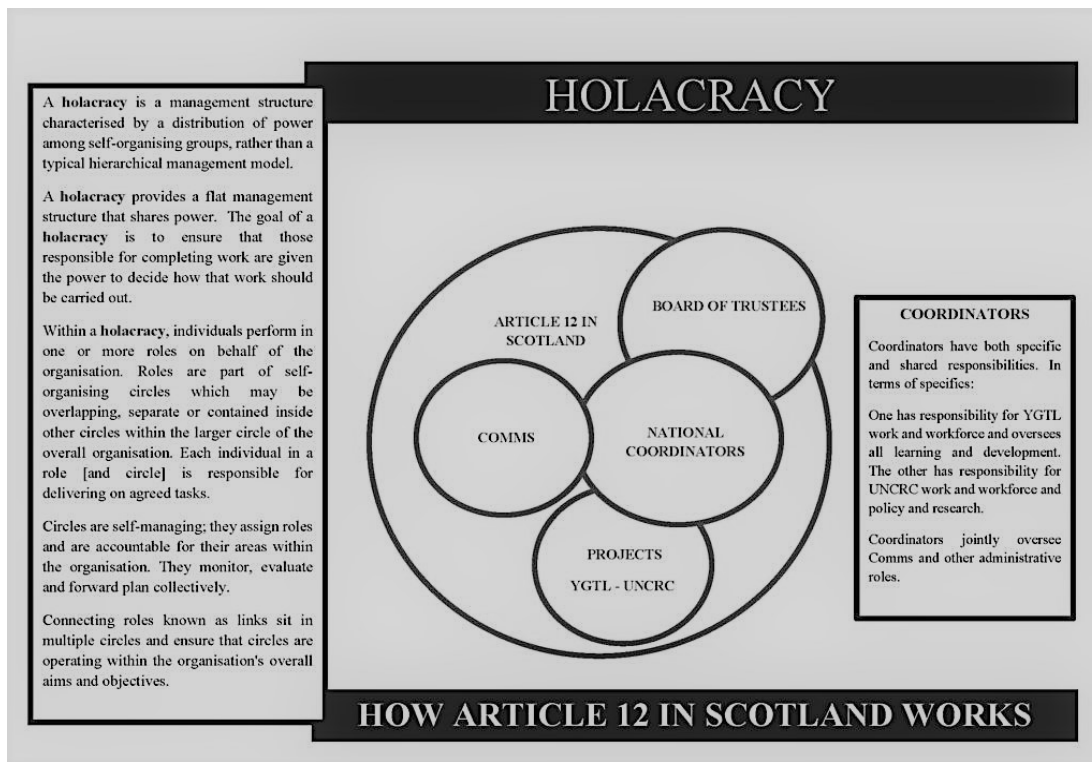
Fair Work First is the *Scottish Government's* flagship policy for driving high quality and fair work across the labour market in Scotland by applying fair work criteria to grants, other funding and contracts being awarded by and across the public sector, where it is relevant to do so. Through this approach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

- appropriate channels for effective voice;
- investment in workforce development;
- no inappropriate use of zero hours contracts;
- action to tackle the gender pay gap and create a more diverse and inclusive workplace; and
- payment of the real Living Wage.¹



¹ Scottish Government (2021) *FAIR WORK FIRST GUIDANCE: Supporting the implementation of Fair Work First in workplaces across Scotland*. Online at: [Fair Work First: guidance to support implementation - gov.scot \(www.gov.scot\)](https://www.gov.scot/resources/consultations-policies/fair-work-first/fair-work-first-guidance-to-support-implementation/)

How Article 12 in Scotland Works



Our commitment to the *Fair Work First* criteria

Article 12 in Scotland is committed to advancing the *Fair Work First* criteria. The following outlines the key steps we are taking/will take against the five dimensions of the [Fair Work Framework](#) as we progress our commitment to *Fair Work First* practices. This policy will be reviewed annually.

1. Effective Voice

Our non-hierarchical organisational structures, practices and culture of openness, transparency and tolerance of differing viewpoints provide an environment wherein real collective dialogue and devolved decision making on strategy and tasks can take place.

As noted in our *Managing Diversity Policy*, *Article 12 in Scotland* recognises membership of a trade union as a fundamental right – whichever trade union that might be.

Our devolved system of power in decision making processes such as strategic goals and decisions on how work should be carried out at the individual and group [circle] level demonstrates our commitment to a workplace environment where the individual and collective voice can be exercised effectively. We demonstrate the effectiveness of this commitment with regular feedback from all members of the workforce and the Board of Trustees.

2. Opportunity

Members of our workforce are encouraged to identify learning and development needs and include these in their work plans or continuous professional development logs. Where specific formal training or learning is identified and where funding is available, the individual will be encouraged and supported to engage in relevant courses or workshops.

We create opportunities for members of our workforce to work across and between projects. This enables individuals to gain new skills and knowledge and a clear understanding of the wider work of their colleagues and the organisation.

We support under qualified members of the workforce and individuals from the marginalised communities we work for and with to gain formal and non-formal qualifications to enhance their future career opportunities, either within or outwith our organisation.

We strive for an inclusive and diverse workforce. To help achieve this we have established processes that aim to prevent bias and barriers when recruiting. This includes initial stage 'blind reviews, providing any additional support/adjustments at interviews and diversity in interview panels. These processes are outlined in greater detail in our *Recruitment: Fair Practice Policy*.

Our governance structures are gender balanced and we work continuously to ensure parity for minority ethnic, disabled, younger and older people, with any necessary workplace adjustments being made for those who need it.

3. Security

Our contracts are clear and unambiguous. They outline what we expect from the member of the workforce and what they can expect from *Article 12 in Scotland*. Although our work is dependent on external funding, and therefore contracts are time limited, this is made clear in all contractual agreements and individuals are assured that, except in the case of serious misconduct, their contract is secure during the specified timeframe.

We are a family friendly organisation and as such our contracts and work plans are task completion oriented rather than set hours or days. Individuals are free to set their own hours of work and where and how the work is carried out. We do not and would not operate a system of zero hours contracting.

4. Fulfilment

Our devolved system of power in decision making processes such as strategic goals and decisions on how work should be carried out at the individual and group [circle] level demonstrates our commitment to a workplace environment that delivers an authorising culture where people can make appropriate decisions and make a real difference to the design and direction of their work and the work of the organisation.

Facilitating access to continuing professional and personal development opportunities demonstrates our holistic approach to supporting the aspirations and wellbeing of members of our workforce.

5. Respect

We continuously strive to create a culture of respect across our workforce, between our workforce and the people we work for, and with and our Board of Trustees. Our high expectations around respect are outlined in our *Managing Diversity, Standards of Behaviour, GDPR and Health, Safety and Wellbeing Policies*. These and other policies are reviewed annually and members of the workforce are required to familiarise themselves with any updates.

As a family friendly organisation and as an organisation committed to respecting and supporting the health and wellbeing of members of our workforce, we strive, via our ‘task completion, no set hours’ approach, to enable a good balance/rebalance of work and family life.

We have a fair, transparent, constructive and pluralistic approach to dealing with conflict – this process is outlined in our *Managing Diversity Policy*. Our first step [when possible] is to enter into dialogue with each individual to identify possible solutions/reframe the causes or effects of the conflict. If this does not address the issue then we move to a formal process of mediation. If that stage does not succeed then our complaints procedure [also outlined in our *Managing Diversity Policy*] is engaged. We recognise the role of trade union [or other] representatives in the process and actively encourage individuals involved in conflict to include their representatives throughout our managing conflict processes, where and when appropriate.