



## The North Harris Trust

# Fair Work First Policy

Our values and priorities, as documented in our Strategic Plan 2022-27, are aligned to Fair Work First themes, and the principles of fair work are part of our organisation culture. Although we are a small organisation, with limited HR resources, we have the following points in place:

- We are proud to ensure our staff are paid at least the living wage and have become a certified living wage employer. This can be confirmed at <https://scottishlivingwage.org/employer-directory/>
- We maintain both formal and informal routes of communication within our staff team. We operate an open-door policy at all levels, hold all-inclusive weekly staff meetings, offer monthly one-to-one management meetings, provide all staff with an opportunity to contribute to any of our regular Board meetings, and operate an anonymous suggestion scheme.
- We invest in developing a skilled, sustainable workforce by undertaking appropriate recruitment, training, consultation, planning, and performance management.
- All staff have contracted hours of work, zero hours contracts are not used in any circumstances, and we do not engage in 'fire and rehire' practices.
- We offer a progressive suite of family-friendly policies (with day one entitlements) which include generous annual and compassionate leave allowances and hybrid working arrangements.
- We engage an external Health and Safety Advisor to ensure safe practices in the workplace.
- We are committed to the principle of equality of opportunity and seek the elimination of any discrimination based on protected characteristics. We ensure our Job Descriptions are inclusive and structure interviews to guarantee fairness.

We measured our practices using the Fair Work Employer Support Tool and obtained recommendations from H.I.E.-endorsed specialists in early 2024. We continue to refer to these recommendations to further improve and embed best practice within our organisation. This policy will be reviewed on a regular annual basis, the next scheduled review is May 2025.



## Fair Work First Context

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. Through this approach, the Scottish Government is asking employers to adopt fair working practices, focusing on the five themes below:

### **Effective voice**

*Effective voice requires a safe environment where dialogue and challenge are dealt with constructively and where workers' views are sought out, listened to and can make a difference. Voice is effective where workers have scope to say what they feel, are listened to and where their voice can make a difference.*

### **Opportunity**

*Opportunity allows people to access and progress in work and employment and is a crucial dimension of fair work. Meeting legal obligations by ensuring equal access to work and equal opportunities in work sets a minimum floor. Fair opportunity is, however, more than the chance to access work. Attitudes, behaviours, policies and practices within organisations – and, crucially, the outcomes these produce – signal and reflect the value placed on fair opportunity.*

### **Security**

*Predictability of working time is often a component of secure working arrangements. Context and competitive conditions impact significantly on prospects for security, but fair work is not work where the burden of insecurity and risk rests primarily on workers.*

### **Fulfilment**

*Workers benefit from engaging in fulfilling work in terms of using and developing their skills; having some control over their work and scope to make a difference; taking part in appropriately challenging work and taking up opportunities for personal growth and career advancement. Workers who are fulfilled in their jobs are more likely to be engaged, committed and healthy. Fulfilling work contributes to confidence and self-belief. Work that is fulfilling allows workers to produce high quality goods and services and is more likely to unleash creativity that supports improvements.*

### **Respect**

*Fair work is work in which people are respected and treated respectfully, whatever their role and status. Respect involves recognising others as dignified human beings and recognising their standing and personal worth. Respect at work is a two-way process between employers and workers.*