

Fair Work First Statement

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, specifically:

- appropriate channels for effective voice, such as trade union recognition.
- 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. Appropriate channels for effective voice, such as trade union recognition

- Formal and informal arrangements are in place through which meaningful individual and collective dialogue take place, including one-to-ones between workers and management, appraisal/feedback processes and team/organisation meetings.
- We engage in constructive dialogue with our employees to address workplace issues and disputes.
- Employees are offered supportive contact with their supervisor.
- We have measures in place to support employees in the workplace and have zero tolerance of bullying and other forms of abuse and harassment.
- We have grievance and dispute resolution processes in place.
- We promote a strong culture of openness and transparency and encourage acceptance of different viewpoints.
- Worker representation on boards is sought and welcomed.

2. Investment in workforce development

- We provide funded learning opportunities for employees at all levels.
- 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 First Aiders who volunteer to offer a confidential listening ear to other employees in times of vulnerability.
- All employees are required to have clear objectives, and Personal Development Plans to support ongoing development beyond initial training.

3. No inappropriate use of zero hours contracts.

- We do not use zero hours contracts and we will only partner with organisations that meet our employment standards.

4. Action to tackle the gender pay gap and create a more diverse and inclusive workplace; and

- We have an Equality and Diversity Policy in place.
- Workers have opportunities to influence the organisation's approach to workplace equality, including by sharing their own experiences.
- Flexible working is encouraged across the organisation, subject to business need.
- Everyone has equal access to appropriate learning & development opportunities.
- We are confident that we have fair and equal pay. Salaries are reviewed annually during performance appraisals where employees are encouraged to contribute to the discussion.

5. Payment of the real Living Wage

- The SACU maintains Real Living Wage accreditation through the Living Wage Foundation and continues to pay all colleagues more than this figure.