

## Fair Work First

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;
- payment of the real Living Wage;
- And, from October 2021:
- offer flexible and family friendly working practices for all workers from day one of employment; and
- oppose the use of fire and rehire practice.

Thurso Community Development Trust is committed to advancing the Fair Work First criteria, specifically:

### 1. We have an appropriate channel for effective employee voice

- We have formal and informal employee engagement through a variety of communication channels and development discussions with individuals and teams including: appraisal/feedback processes, team/organisation meetings and informal open discussions.
- Employees are offered supportive contact with their supervisor.
- We involve staff representatives in key governance and decision-making processes.
- We engage in constructive dialogue with our employees and their representatives to address workplace issues and disputes.
- 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 recognise Trade Unions and support membership.
- We make available to Trade Union representatives, wherever possible, reasonable facilities necessary for them to carry out their duties efficiently and communicate effectively with their members

### 2. We invest in workforce development

- We provide learning opportunities for all employees via access to HTSI e-learning portal.
- We enable employees to use working time for development through networking and exchange, independent research and where possible identify opportunities for specific training to support development paths.
- We will survey staff about health, safety and wellbeing matters from time to time to inform policy priorities and development and signpost staff to appropriate support if required.

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

- All staff are employed on open-ended or fixed term contracts with confirmed hours and work pattern.
- Supply and casual contracts are only used when necessary and workers on these contracts are not obliged to accept work when this is offered.

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

- We offer jobs to people based solely on their experience, qualifications and availability for posts on offer.

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

- We are committed to paying the Real Living Wage.

**6. We offer flexible and family friendly working practices for all workers from day one of employment**

- We will take account of all our employees family commitments and offer flexible working practises.
- Employers and workers have constructive conversations about requests for flexibility. Trial periods or pilots can be used to test workable solutions for the individual, team and employer.

**7. We oppose fire and rehire practices**

- We will ensure that any changes to temporary contracts take account of the total duration of employment with TCDT (or TCBS) to prevent erosion of employee rights.