

# FairWork First Policy Statement

March 2024

Relationships Scotland strives for positive and healthy family relationships. As the National Office for a network of public facing charities working with families in difficulties and crisis, we commit fully to the Scottish Government's Fairwork First policy. We aim to provide a positive working environment with meaningful work, where our people feel they belong and can thrive. We care about their safety, health and wellbeing and seek to maximise their talent and skills.

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

All staff have an induction programme to enable them understand and appreciate the work done by all staff and how this fits with their job and within the network.

At the National Office everyone's voice is equal and listened to as a group and also individually. There are monthly staff meetings and staff can also raise any issue with the CEO or their line manager at any time.

There are employee policies in place to support employees in the workplace and there is zero tolerance to any form of harassment or bullying.

As a network there are regular committee meetings that all members can attend, as matters that affect the network are consulted on. All members are encouraged to raise issues of concern at a group or individual basis and routes for concerns to be addressed are clearly set out and agreed upon.

## 2. We invest in workforce development

- Staff are given the opportunity to use their skills to take on and learn new tasks.
- Where possible staff are able to attend courses or attend conferences that will increase their knowledge and development.
- Staff support each other to develop new skills.
- Regular appraisals allow for discussions on where skills can be developed and improved.
- Staff retention is acknowledged as being key to the success of the organisation.
- An annual staff survey allows for workers to express views on any issues relating to development and wellbeing.

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

At the national office we do not use zero hour contracts. Our members do not use any inappropriate zero hours contracts. In some of the contact centres within the network, zero hour contracts are necessary to provide the flexibility for workers and to meet client needs and are only used where it is beneficial for workers.

#### **4. We take action to create a diverse and inclusive workplace**

- We pay all workers dependent on skills and experience regardless of gender.
- Our Equality and Diversity policy states our wish to treat everyone equally including protected characteristics or economic status.
- We will make reasonable adjustments for anyone who requires them to accept employment with us.
- We have just done an audit of our inclusion and diversity with Arc of Inclusion and are working to meet their suggestions for improvement.
- We advocate health and well being for staff and practitioners and are constantly working to improve diversity and inclusion in the workplace to focus improvements within the organisation to do this.

#### **5. We commit to paying the real living wage**

We commit to paying the Real Living Wage and have applied for Real Living Wage accreditation. All employees are paid at least the real Living wage. Pay increases are dependent on the fixed funding situation and availability of funds to do so.

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

We support flexible, part time and hybrid working to meet the needs of employees within the requirements of the job. These are set out in the Employee handbook and are reviewed on a regular basis.

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

If there was a business need for change where there was a legitimate business need, this would be fully discussed in consultation with employees and decisions based on our values and joint interests of the business and employees.

We do not fire and rehire.

Our Fair Work First statement remains under review and open to further improvement and review in consultation with all our staff.