**Fair Work Action Plan for XXXXXXXXXXXXXXXXXXXXXXXXX**

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;
* offer flexible and family friendly working practices for all workers from day one of employment; and
* oppose the use of fire and rehire practice.

XXXXX is committed to advancing the Fair Work Agenda through the following policies and procedures.

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| **Effective Voice** |
| For individuals, the opportunity to have an effective voice is crucially important. Having a say at work is consistent with the broader suite of rights available to citizens in democratic societies.  |
| Things to mention here could include:* Do you have team meetings?
* D you recognise a trade union?
* Do you have 1to 1s with your staff?
* Is there a 180/360 appraisal scheme?
* Do you have an ethos of being accessible and open to ideas?
* Do you have a Grievance policy/ pathway?
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| **Opportunities** |
| It is a reasonable aspiration to want work that is fair – and for fair work to be available to everyone. Fair opportunity allows people to access work and employment and is a crucial dimension of fair work. |
| Things to mention here could include:* Do you advertise jobs openly
* Do you have a recruitment policy and procedures
* Are you aware of your gender pay gap and do you have a plan to balance it
* Is there a salary structure your organisation follows are there opportunities to develop/increments/ inflationary rises etc?
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| **Security** |
| Security of income can contribute to greater individual and family stability and promote more effective financial planning, including investment in pensions. |
| Things to mention here could include:* Do you pay the *Real* Living Wage to your employees (£10.90per hr)
* Do you employ staff on Zero Hours or do you provide your staff with guaranteed hours?
* Do you give your staff the right to refuse work.
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| **Fulfilment** |
| Fulfilment can also arise from positive and supportive workplace relationships that promote a sense of belonging and this overlaps strongly with respect as a dimension of fair work. |
| Things to mention here could include:* Do you have opportunities for staff to socialise and enjoy each other’s company (Christmas party? Monthly coffee and cake sessions?)
* Can staff see the benefits of their work (in the annual report?)
* Do you thank your staff and volunteers for their contribution?
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| **Respect** |
| Respect at work enhances individual health, safety and wellbeing. Dignified treatment can protect workers from workplace-related illness and injury and create an environment free from bullying and harassment. |
| Things to mention here could include:* Do you ensure staff get praise and acknowledgement for their good work?
* Do you have a bullying and harassment policy?
* Do you have an “open door” policy and welcome feedback from staff and volunteers?
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**Date:**

**Review Date:**

**Signed on behalf of the organisation:**