

Fair Work First Policy

1. Purpose

This policy sets out our commitment to adopting and embedding **Fair Work First principles** in line with Scottish Government guidance. It aims to ensure that all workers experience fair, inclusive, and secure employment, contributing to improved wellbeing, organisational performance, and inclusive economic growth.

2. Scope

This policy applies to:

- All employees (permanent, temporary, and fixed-term)
 - Apprentices, trainees, and agency workers
 - Contractors and suppliers where relevant
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3. Our Commitment to Fair Work

We are committed to delivering the five dimensions of Fair Work:

- **Effective Voice**
- **Opportunity**
- **Security**
- **Fulfilment**
- **Respect**

These dimensions underpin our culture, policies, and management practices.

[\[cas.org.uk\]](https://cas.org.uk)

4. Fair Work First Criteria

We will implement and evidence the following Fair Work First commitments:

4.1 Payment of the Real Living Wage

- We will pay all employees at least the **Real Living Wage**
- We will ensure fair and transparent pay structures
- We will review pay regularly in line with cost of living changes [\[gov.scot\]](https://gov.scot)

4.2 Effective Employee Voice

- We will provide appropriate channels for **effective worker voice**, including:
 - Trade union recognition and engagement (where applicable)
 - Staff forums and consultation groups
 - We will ensure employees feel safe to express views and influence decisions [\[gov.scot\]](https://gov.scot)
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4.3 Investment in Workforce Development

- We will support continuous learning and professional development
- All employees will have access to training and development opportunities
- We will promote career progression and skills development

[\[visitscotland.org\]](https://visitscotland.org)

4.4 No Inappropriate Use of Zero Hours Contracts

- We will not use zero-hours contracts inappropriately
- Where flexibility is required, it will be **mutually agreed and fair**
- We will provide predictable working patterns wherever possible

[\[visitscotland.org\]](https://visitscotland.org)

4.5 Tackling Labour Market Inequality

- We will take action to:
 - Reduce the **gender pay gap**
 - Promote equality, diversity, and inclusion
 - Address barriers faced by underrepresented groups
- We will monitor and report on workforce data where appropriate [\[gov.scot\]](https://gov.scot)

4.6 Flexible and Family-Friendly Working

- We will offer flexible working options from **day one of employment**
- We will support work-life balance and caring responsibilities
- Requests for flexibility will be considered fairly and consistently

[\[visitscotland.org\]](https://visitscotland.org)

4.7 No Use of Fire and Rehire Practices

- We will not use “fire and rehire” practices
- We will engage constructively with employees and representatives when organisational change is required

[\[visitscotland.org\]](https://visitscotland.org)

5. Fair Work in Practice

We will ensure that Fair Work is embedded by:

- Integrating Fair Work principles into **HR policies and procedures**
 - Including Fair Work commitments in **procurement and funding decisions** where applicable
 - Promoting a culture of **dignity, respect, and inclusion**
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6. Roles and Responsibilities

- **Managers:** Implement fair work practices in day-to-day management
 - **Employees:** Engage constructively and uphold organisational values
 - **HR/People Team:** Monitor, review, and support policy implementation
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7. Monitoring and Continuous Improvement

- We will regularly assess our performance against Fair Work criteria
 - Feedback from employees and stakeholders will inform improvements
 - We will review this policy annually to ensure alignment with updated guidance
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8. Related Policies

- Equality, Diversity and Inclusion Policy
 - Recruitment and Selection Policy
 - Learning and Development Policy
 - Wellbeing Policy
 - Flexible Working Policy
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9. Approval and Review

- Approved by: UCVO Board
- Effective Date: February 2025
- Review Date: 17.2.26