

Fair Work & Flexible Working Policy 2023

Updated : 24/11/23

Next review: 01/02/25

Findhorn Bay Arts (FBA) are fully committed to Fair Work across our whole operations. We are and have been embedding the principles of Fair Work for staff, volunteers, artists and freelancers as part of our ongoing endeavours to be a socially responsible organisation.

This policy will outline the principles of Fair Work as defined by Fair Work Framework 2016. See here: <https://www.fairworkconvention.scot/>

The five principles of Fair Work are outlined in detail here:

<https://www.fairworkconvention.scot/wp-content/uploads/2018/12/Fair-Work-Convention-Framework-PDF-Full-Version.pdf>

We have outlined Findhorn Bay Arts' response to this in this policy.

Other resources:

<https://www.tuc.org.uk/tuc-scotland> STUC - Scottish Trades Union Congress as a separate but aligned organisation to the TUC (see below)

<https://www.tuc.org.uk/> Trades Union Congress

<https://www.acas.org.uk/> ACAS (Advisory, Conciliation and Arbitration Service)

This policy is neither definitive nor exhaustive and will continue to be a 'living policy'. In line with the principles outlined here we encourage all staff to have input and agency in defining and revising the policy and it will be formally reviewed annually by the whole team and the Board.

The Five Principles

Effective Voice

We aim to have effective and meaningful channels where dialogue and challenge can be dealt with constructively and in a safe environment.

In practice this means:

We ensure all staff are included in the strategy and policy of the whole organisation. We hold weekly team meetings where all staff are given equal opportunity to speak. We have 2 away days/development days per year.

Opportunity

Fair opportunity allows people to access and progress in work and employment and is a crucial dimension of fair work.

Meeting legal obligations in terms of ensuring equal access to work and equal opportunities in work sets a minimum floor for fair work. This protects citizens, employees and workers in those groups subject to specific legal protections, such as women and people with disabilities.

Fair opportunity is, however, more than the chance to access work. Attitudes, behaviours, policies and practices within organisations - and, crucially, the outcomes these produce - signal and reflect the value placed on fair opportunity.

In practice this means:

- Our recruitment processes are transparent and open and we advertise as widely as possible.
- We encourage applications from under-represented groups as per the EDI action plan – available on request.
- We send interview questions in advance.
- We accept applications in the form of film/video or audio in order to respond to any barriers/challenges individuals may have in relation to written applications (for jobs, residencies and other opportunities).
- We employ fair work and flexible working policies and respect that people have family commitments which should not deprive them of opportunities or development within the organisations (see our Flexible Working/Family Friendly Policy – appended to this policy).
- Part time staff are offered the same terms and conditions as full time staff.

Security

We recognise that security of employment, work and income are important foundations of a successful life.

Predictability of working time is often a component of secure working arrangements. Stability of employment allows individuals to better plan their day to day lives and their future.

Security of income can contribute to greater individual and family stability and can promote more effective financial planning, including investment in pension provision.

In practice this means:

- FBA is a Real Living Wage employer and connects actively with the Poverty Alliance.
- We do not use zero hours contracts.
- We oppose fire and rehire practices.
- We welcome collective bargaining.
- Our freelance staff are paid against union recommended rates.
- We do not employ staff as freelancers when their t&cs are clearly PAYE.
- We will monitor gender pay gaps and pay ratios.

Fulfilment

Access to work that is as fulfilling as it is capable of being is an important aspiration of the Fair Work agenda.

Work is an important element of personal identity. It can provide the opportunity - individually and collectively - to learn, to use talents and skills, to engage in challenging activities, to solve problems, to take responsibility and to make decisions.

Fulfilling work also provides the basis for people to go beyond what is required of them. It encourages creativity and innovation and can unleash the talents and capabilities that generate benefits for their employers.

In practice this means:

- FBA actively supports and encourages training and development, we have a training line in our budget and welcome any suggestions.
- We approach this in a variety of ways; on joining the organisation we undertake a training needs review and offer training immediately; encourage staff to research training which is relevant to their position, but also what interests them on a personal level.
- We offer peer-to-peer training, in house and using external organisations. Each person in our organisation is encouraged to share training outcomes with the team.
- Maintaining clear health and wellbeing policies that help to ensure healthy work/life balance and pace of work

Respect

Respect involves recognising others as dignified human beings and recognising their standing and personal worth.

Respect involves ensuring the health, safety and well-being of others. Mutual respect is an important aspect of everyday social exchange and is a crucial element of

relationships in the workplace. We aim to provide a workspace that is free from bullying and harassment.

In practice this means:

- All staff have access to relevant policies, which are: Flexible Working; Grievance; Whistleblowing and are given to staff on induction
- We ensure through 1-2-1's that all staff are feeling respected in their work and their circumstances and that any staff have access to routes away from line-management to air grievances/concerns.
- We conduct EDI training to ensure that respectful language is used throughout our workplace and will take serious action if non-respectful language is used.
- Respect for other's personal and private lives and adherence to a flexible and family friendly working policy.

Flexible/Family Friendly Policy Statement

Findhorn Bay Arts will do its best to make your working life as comfortable as possible. We will always do our very best to accommodate flexible/family friendly needs and will assess each person's needs on an individual basis.

Your rights:

All employees have the right to request flexible working once they have worked for us for at least 26 weeks.

If you have caring responsibilities – whether for children, elderly or disabled relatives, or other dependents – you have legal rights designed to help you balance the different parts of your life.

You have a statutory right to take paid time off around the birth of a baby.

You will never be discriminated against or harassed because of pregnancy or maternity, or because you care for a disabled person.

Please use these resources to look further at your statutory rights:

<https://www.tuc.org.uk/workplace-guidance/family-friendly-work>

<https://www.gov.uk/flexible-working>

Family friendly working:

We are committed to supporting our employees who have family responsibilities – we will always know that our employees have a duty first and foremost to these

responsibilities. We will adhere to all our statutory duties and will endeavour to go beyond this. We do not define family and know families exist in many forms.

Flexible working:

We are an office-based organisation but allow all employees to have agency over their own working life, recognising that each person has different working needs, sometimes to accommodate family, sometimes because of their personal working style. In this vein we approach flexibility on a formal and informal basis.

We are open to the following forms of flexible working:

Job-share, home working, part time, compressed hours, flexitime, annualised hours, staggered hours, and phased retirement.

This policy is not exhaustive and is live and will adapt to statute as necessary.

We are working towards a Fair Work action plan which will be available late 2025