**Fair Work First Statement and Declaration**

**Statement:**

Safe Space Inverness is committed to advancing the Scottish Government [**Fair Work First Policy**](https://www.gov.scot/publications/fair-work-first-guidance-2/pages/6/) and the criteria as set out within the [**Fair Work First guidance**](https://www.highland.gov.uk/downloads/file/27358/fair_work_first_summary_guidance)document. We confirm that we pay our staff the Real Living Wage and/or will do so if we employ people in the future. We make every effort to ensure that our suppliers/contractors are offered the same Real Living Wage rate when procuring goods or services. We also confirm that we offer our staff and/or volunteers an Effective Workers Voice channel within the workplace.

We currently employ three staff and work with a small group of freelance consultants.

Safe Space Inverness is committed to the advancement of Fair Work First criteria. As an employer the Inari Collective cares about the well-being of staff and is committed to improving staff’s work-life balance.

Our commitments include:

**Specifically:**

1. **We have appropriate channels for effective voice from the workforce and/or volunteers:**

Regular Line Management / Staff surveys / Online platforms /

* + We recognise trade unions and staff are made aware of their opportunity to become members.
  + Regular staff feedback is embedded in our support and supervision structures, and we communicate the results and proposed actions.
  + We promote a strong culture of openness and transparency and encourage acceptance of different viewpoints, thus supporting dignity in the workplace and eliminating workplace bullying, abuse and harassment. Issues and disputes will have clear routes for resolution at both individual and collective levels
  + Updated grievance and disciplinary procedures, in line with ACAS.

**(1a)** Safe Space Inverness will provide effective one to one line management for any employee or volunteer ensuring regular open and two-way dialogue; that this exists separately to performance management processes; and that worker/manager working relationships are effective.

Yes  No

**(1b)** Safe Space Inverness will ensure that as part of their induction, employees will be made aware of their right to join a union of their choice and will take a pro-union membership attitude.

Yes  No  NA

1. **We actively invest in workforce and/or volunteer development:**

* Learning & development opportunities are provided, and regularly reviewed,

to help build the organisation’s resilience and responsiveness to change.

* Managers have development discussions with individuals and teams and

prioritise this as part of operational activity.

* Formal and informal learning is offered across the workforce, relating to

people’s particular role and wider development.

1. **We are committed to no inappropriate use of zero hours contracts:**

* All staff are employed on open-ended or fixed term contracts with confirmed hours and work pattern.
* All staff have a contract which accurately reflects the hours worked, guarantees a fair minimum number of hours per week and does not involve compulsory overtime.

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

* Recruitment, retention and promotion processes prevent bias and barriers, for example, ’blind’ recruitment; providing additional support/adjustments at application and interview stages; diversity in interview panels; and exit interviews are used to understand why a person is leaving.
* Workplace adjustments are in place and made for disabled staff or those with long term health conditions who need it.
* Flexible working - which could be a reasonable adjustment to some - is encouraged across the organisation from day one of employment, subject to business need.
* Workers have opportunities to influence the organisation’s approach to workplace equality, including by sharing their own experiences.
* Everyone has equal access to appropriate learning & development

opportunities.

* All staff have opportunities to discuss their support needs with management.
* Employers are able to provide safe spaces for workers to express their concerns and raise issues and where workers are confident that their concerns are dealt with appropriately.

1. **We are fully committed to paying the Real Living Wage to both our employees and ensuring our contractors also do the same.**

* Having an agreed pay structure which means the whole workforce is paid at least the real Living Wage;
* The employer is actively reviewing the pay structures and developing an incremental plan for paying all staff at least the real Living Wage.

This statement has been agreed by both the employer and a suitable workforce representative for our employees and/or volunteers:

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| --- | --- |
| Signature (for the employer): | Anna Lynch |
| Print name: | Anna Lynch |
| Position within organisation: | Project Lead |
| Date: |  |

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| --- | --- |
| Signature (as workforce representative): |  |
| Print name: |  |
| Position within organisation: |  |
| Date: |  |