



## **Fair Employment Practices Statement**

### **What this statement covers**

As a Company we are committed to ensuring fair working practices. The purpose of this statement is to set out the Company's commitments that are intended to achieve this.

The Company recognises that if employees are treated fairly, well-rewarded, well-motivated, well-led, have access to appropriate opportunities for training and skills development, and are diverse in nature they are likely to deliver a higher quality of service to our clients.

Further, the Company believes that good relationships between employers and their workforce contribute to productivity and ultimately sustainable economic growth.

### **Our commitments**

We are committed to complying with relevant employment, equality and health and safety law. As demonstrated by the creation of this Employee Handbook and the issuing of transparent Contracts of Employment to every employee that set out our obligations as a Company in this respect.

We are committed to paying our employees, trainees and apprentices the appropriate rate of national living or national minimum wage, whichever is applicable. To help with stability of employment, we try to employ on a permanent basis, do not use zero hour contracts and will only utilise temporary or casual employment where it is absolutely necessary.

The Company recognises that all employees play a crucial role in ensuring the success of the business and is therefore committed to providing training and development to improve the skills and competence of all of its employees and apprentices.

The Company is committed to providing all our employees with appropriate training to develop the knowledge and skills necessary for them to perform their duties effectively. Wherever possible, the Company will also ensure employees have every opportunity for career development.

The Company recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination. Our Equal Opportunities and Diversity and Harassment and Bullying policies demonstrate the Company's overall commitment to equality of opportunity.

To assist employees with a better work life balance the Company will consider any flexible working requests. The Company's Flexible Working policy has been developed to outline the procedure involved. Our family friendly policies also provide guidance and entitlements for employees on all their statutory rights.

It is the Company's firm belief that efficiency, high productivity and a harmonious working environment are best achieved where effective communications are established between management and employees. In order to achieve this, systems will be set-up and maintained by managers to facilitate the flow of information throughout the organisation both from management to employees and vice versa.

Employees are also encouraged to make suggestions which they believe may assist in improving efficiency and promoting job satisfaction or to raise any concerns they may have. Our Grievance and Public Interest Disclosure policies support this. In certain circumstances, employees are also given the right of being accompanied by a trade union representative or work colleague.

**Signed for on behalf of Fife Creamery Ltd:**

**David Simpson: Director Fife Creamery**

Reviewed 28/05/21