



Granton Information Centre

Fair Work First Policy

1. Introduction

Granton Information Centre (GIC) is committed to promoting fair work practices within the organisation and in the wider community. This Fair Work First policy outlines our commitment to ensuring fair treatment, equitable opportunities, and decent working conditions for all employees and individuals we engage with. Similar references to this policy can also be found in the GIC Staff Handbook, Equal Opportunities Policy, Equality and Dignity at Work Policy, Modern Slavery Policy Statement, Equal Pay Policy, Flexi-time Policy, Homeworking Policy, Annual Leave Policy and Flexible Working Policy.

2. Scope

This policy applies to all individuals associated with GIC, including employees, contractors, and any other individuals engaged by the charity.

3. Fair Work Principles

GIC is guided by the following principles to promote fair work practices:

3.1. Equal Opportunities

We are committed to providing equal opportunities for employment and engagement, regardless of race, colour, nationality, ethnicity, gender, sexual orientation, age, disability, religion, or any other protected characteristic as defined by applicable laws.

3.2. Fair Remuneration

We strive to ensure that all individuals associated with GIC receive fair and competitive remuneration, in line with the organisation's financial capabilities and relevant industry standards.

3.3. Working Hours and Conditions

We will maintain appropriate working hours and conditions to promote work-life balance, health, and well-being. We will comply with legal requirements related to working time regulations, breaks, and rest periods.

3.4. Health and Safety

We are committed to providing a safe and healthy work environment for all individuals associated with GIC and we will take appropriate measures to identify, prevent, and address any health and safety risks.

3.5. Training and Development

We will provide opportunities for learning, training, and professional development to enhance the skills, knowledge, and capabilities of our workforce and other stakeholders.

3.6. Respect and Dignity

We expect all individuals associated with GIC to treat others with respect, dignity, and fairness, fostering a positive and inclusive work culture that values diversity and promotes collaboration.

4. Implementation

4.1. Responsibility

The Executive Manager is responsible for the implementation, oversight, and monitoring of this Fair Work First policy. They will ensure compliance with relevant legislation, review the policy periodically, and make updates as necessary.

4.2. Communication and Training

We will communicate this policy to all employees and individuals engaged by GIC. Training and awareness programs will be conducted to promote understanding and compliance with fair work principles.

4.3. Reporting and Feedback

Employees and individuals associated with GIC are encouraged to report any concerns, grievances, or suggestions related to fair work practices. We will establish appropriate mechanisms to receive and address such feedback confidentially and promptly.

Effective Date: 12 June 2023