

THAW Orkney POL007

Employment and Fair Work Policy



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1	2016 02 19	Adopted	PR	Employment Policy POL007
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1. Introduction

THAW Orkney aims to provide a supportive and healthy workplace for all employees and therefore commits to providing a workplace that is fair and open.

2. Policy

2.1. Employment policy:

THAW ORKNEY expects:

- To provide as far as possible, secure and continuous employment
- To train you to do your job effectively
- Wherever possible, to give all employees the opportunity to develop their skills
- To give all the information we can, as soon as possible, about matters which may affect you
- To give you freedom to be a member of a trade union and to play an active part in it if you wish
- To see that, when you wish, you can have a personal and confidential talk with a member of Senior Management / Trustee Board

2.2. Fair Work First Commitment:

- We have an appropriate channel for effective employee voice
 - We recognise Community, the Trade Union, and encourage membership.
 - We strive for all employees to have an equal voice in management, strategy and development
- We invest in workforce development
 - All staff members have a learning and development plan in place and we offer both formal and informal learning opportunities.
- We do not use zero hours contracts inappropriately

- We will only use zero-hours contracts where requested by staff and include clauses to maintain full employee rights
- We take action to tackle the gender pay gap and create a more diverse and inclusive workplace
 - All roles have a set and clear salary range, with clear milestones for progression
 - We have reviewed and updated our Equality and Diversity Policies and Procedures
- We commit to paying the Real Living Wage
 - We pay all employees over the Real Living Wage
 - We are working towards paying all employees the minimum income standard or above.
- We offer flexible and family friendly working practices for all workers from day one of employment
 - We operate a 'flexible first' way of working.
 - We have career break, adoption, shared parental leave, special leave and flexible working procedures in place
- We oppose the use of fire and rehire practice
 - We are committed to working with our employees and Trade Union representatives to ensure there is effective consultation and negotiation relating to change.