

Fair Work First Policy Statement

May 2024

Relationships Scotland strives for positive and healthy family relationships. As a charity working with families in difficulties and crisis, we commit fully to the Scottish Government's Fair Work First policy. We aim to provide a positive working environment with meaningful work, where our people feel they belong and can thrive. We care about their safety, health and wellbeing and seek to maximise their talent and skills.

1. We have an appropriate channel for effective employee voice

All staff receive a general and a role-specific induction to enable them understand and appreciate everyone's role in our team, and how these fit with their job and the wider work we do.

Everyone's voice is respected and listened to as a group and also individually. There are monthly staff meetings and staff can also raise any issue with the CEO or their line manager at any time.

There are employee policies in place to support employees in the workplace and there is zero tolerance to any form of harassment or bullying.

All members are encouraged to raise issues of concern at a group or individual basis, and routes for concerns to be addressed, are clearly set out and agreed.

Our VOICE- and other working groups provide further opportunities for staff consultation and input.

We undertake an annual workforce survey which is anonymous and offers a further checkpoint for our staff teams to contribute their views and inform operations as well as strategy.

Our Board has a nominated Practitioner/Workforce representative, who will take forward such matters at strategic level, and are a named contact for our staff.

2. We invest in workforce development

Staff are given the opportunity to use their skills to take on and learn new tasks.

Where possible staff are able to attend courses or attend conferences that will increase their knowledge and development.

Each workers receives a training budget annually, which can be used towards any training events as appropriate to their role.

Staff support each other to develop new skills, with a number of internal events capitalizing on our varied expertise and skillsets.

Regular appraisals allow for discussions on where skills can be developed and improved.

Staff retention is acknowledged as being key to the success of the organisation.

Our annual staff survey allows for workers to express views on any issues relating to development and wellbeing.

3. We do not use zero hours contracts inappropriately

We only use 0-hour contracts where this is appropriate and offers a balance of benefits to both the workers and the Service. This is applicable in our Children's Contact Centres. We will readily offer employment opportunities where we can.

4. We take action to create a diverse and inclusive workplace

We pay all staff dependent on skills and experience regardless of gender.

Our Equality and Diversity policy states our wish to offer everyone equal access and opportunity to work for us, including protected characteristics or economic status.

We will make reasonable adjustments for anyone who requires them to accept employment with us.

Our National Office has recently completed an audit of our inclusion and diversity, with Arc of Inclusion, and is working to meet their suggestions for improvement.

We advocate good health and well-being for staff and practitioners, and offer support such as employee assistance (counselling) to our workforce. We have supported a number of our staff through disability, chronic illness, or other life events, and a number has successfully retained their employment in the face of real challenges.

5. We commit to paying the real living wage

We are a Real Living Wage Accredited Service. All employees are paid at least the real living wage. Pay increases are dependent on our funding position at all times, and availability of funds to do so. We have been able to offer cost of living increases each year over the past 13 years, and in particular, over the past two years as our workforce has faced a cost-of-living crisis.

6. We offer flexible and family friendly working practices for all workers from day one of employment

We support flexible, part time and hybrid working to meet the needs of employees within the requirements of their job. We have Flexible Working, Home-Working, Family Leave and other policies which support our workforce flexibly, according to their needs and circumstances.

7. We oppose the use of fire and rehire policies

We have not, and do not follow fire and rehire policies. If there was a business need for change where there was a legitimate business need, this would be fully discussed in consultation with employees and decisions based on our values and joint interests of the business and employees.

Our Fair Work First statement remains under review and open to further improvement and review in consultation with our staff and practitioners.