KoSDT Fair Work Action Plan

Kyle of Sutherland Development Trust Ltd

Fair Work is defined as work that offers effective engagement, opportunity, security, fulfilment and respect for employees. Set up in 2016, the Fair Work Convention in Scotland set out a helpful Framework explaining the dimensions of fair work and how they can be achieved.

Fair Work Dimension	Fair Work Criteria	Employer Support Tool recommendations	Actions	Review Date
Effective Voice	Employee Engagement	Employees are encouraged to speak with Line Manager, Office Manager or Trust Manager depending on the situation.	If speaking on a one to one, a follow up meeting or email is to be conducted. Open discussions are commonplace for views and feelings.	Constantly Reviewed
Opportunity	Workforce Investment/ Development	We encourage our staff to engage fully and suggest ideas and improvements	We promote within the company where possible and encourage every member of staff to reach their full potential.	Constantly Reviewed

Security	Real Living Wage	We are an accredited Living Wage employer	We pay 50p per hour over the set Living Wage	Constantly reviewed
	Gender Pay Gap	Our salaries are for the position – gender is irrelevant		N/A
	Inappropriate use of zero hours contracts	We do not employee on Zero Hour Contracts.	All employees are Salaried or on Hourly Rates	Constantly reviewed in line with Real Living Wage
	Oppose the use of fire and rehire practices	Not a practice we operate.		N/A
Fulfilment	Workforce Investment/ Development	We actively encourage workforce training that will be a benefit to the organisation as well as the individual	We sign up for notifications and share information between employees of any upcoming training or courses.	Constantly reviewed
Respect	Flexible, family friendly practices	We practice flexibility with our staff and is discussed on an individuals needs.	Staff can switch days, work from home or make up time if applicable.	Office Manager attends flexible legislation updates

By applying Fair Work principles within your organisation what impact do you expect to achieve?

e.g., increased staff retention / productivity

USEFUL RESOURCES

You may find the following resources useful to implement your action plan:

https://fairworktool.scot/

https://www.gov.uk/government/publications/zero-hours-contracts-guidance-for-employers/zero-hours-contracts-guidance-for-employers

https://www.gov.uk/guidance/making-your-gender-pay-gap-calculations

https://www.ourskillsforce.co.uk/develop-your-workforce/

https://www.livingwage.org.uk/what-real-living-wage

https://www.acas.org.uk/example-flexible-working-policy

https://workingfamilies.org.uk/campaigns/happy-to-talk-flexible-working/