



Tarbat Historic Trust

Fair Work First Statement

Fair Work practices provide a range of benefits individuals, organisations and society. The Fair Work Convention produced its Fair Work Framework for Scotland on 21 March 2016. It identified five main dimensions that define Fair Work and set out a vision that by 2025, people in Scotland, will have a world-leading working life where Fair Work drives success, wellbeing and prosperity for individuals, businesses, organisations and society.

Tarbat Historic Trust is committed to the Scottish Government's Fair Work First policy. We are striving to be an organisation which sees employees engaged in what we do, supported through training and development opportunities, and to ensure we promote positive approaches to make Tarbat Historic Trust a flexible and dynamic place to work.

Effective Voice

We believe in empowering employees' voices and establishing this through many avenues of engagement including all staff meetings with the Chair, the Board and the Tarbat Discovery Centre Manager, through meetings to develop policies effecting employees.

Fulfilment

We promote fulfilment at work and a feeling of belonging through engaging all our employees in staff events and activities and individual learning programs. We invest in training, learning and skills development for employees in current and future roles. We run a fair and transparent recruitment process with all job opportunities advertised internally via emails and word of mouth. We continue to invest in training for all staff focusing on organisational priorities and individual personal development.

Respect

We have policies addressing bullying, harassment, discrimination and victimisation in the workplace. Whatever their role or status, staff are entitled to be treated with respect and dignity at work and have a personal responsibility for ensuring that they treat others the way they would expect to be treated themselves. We consider dignity at work to mean being free to work without experiencing these four unacceptable behaviours:

- **Bullying** is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority but can include both personal strength and the power to coerce through fear or intimidation. Bullying can take the form of

physical, verbal, and non-verbal conduct. Bullying at work means harassing, socially excluding someone, or negatively affecting someone's work tasks.

- **Harassment** is any unwanted physical, verbal, or non-verbal conduct which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. It may be repeated behaviour, or in serious cases, may involve only a single incident. It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

- **Discrimination** is being treated unfairly because of who you are. Direct discrimination occurs when a person is treated less favourably because of a protected characteristic as identified by the Equality Act 2010. Indirect discrimination occurs where employers have a condition, rule, policy or practice that applies to everyone but particularly disadvantages people who share a protected characteristic. Discrimination can also occur by perception and by association.

- **Victimisation** is the less favourable treatment of someone who has complained or given information about harassment or discrimination or supported someone else's complaint. Employees have the right to raise grievances and to raise issues relating to discrimination or bullying in good faith and to have these matters investigated. Where a member of staff raises an issue in good faith, they should not suffer any detriment or victimisation by virtue of raising their grievance or complaint with management.

Security

We offer meaningful work which provides a reliable income offering contracts on sensible hour-based rates. We do not use or issue zero-hour contracts. Tarbat Historic Trust's minimum entry point is the real Living Wage. This also applies to the minimum hourly rate received by part-time workers. We offer flexible working to all employees and work flexibly with individuals on their needs to balance work and family life. Health and Safety for our employees is embedded in the organisation and we aim to take our practices beyond our legal duty.

Third-party providers

The Fair Work First criteria are also referenced in our procurement contracts and grant award processes, to encourage third-party providers to adopt positive fair work practices including offering the Real Living Wage rate. We are fully committed to paying the real Living Wage to both our employees and ensuring wherever possible that our contractors also do the same. Where relevant and proportionate to do so, this may factor into the tender evaluation process and is subject to monitoring through contract management/service level agreements.