

Fair Work First is the Scottish Government's flagship policy to drive high quality and fair working practices for workforces across Scotland. The policy does this by setting criteria that organizations are encouraged to adopt. Through this approach, the Scottish Government is supporting employers to create fair working practices by adopting the principles of Fair Work First. Organizations applying for public funding have to demonstrate their commitment to the principles and make this publicly available on their website.

The Fair Work First principles are:

- Appropriate channels for effective voice.
- Investments in workforce development.
- No inappropriate use of zero-hours contracts.
- Action to tackle the gender pay gap and create a more diverse and inclusive workplace.
- Payment of the real living wage.
- Offer flexible and family friendly working practice for all workers from day one of employment.
- Oppose the use of fire and rehire practice.

For public sector grants awarded on or after 1 July 2023, the default position is that Fair Work First criteria for paying at least the real living wage and providing appropriate channels for effective workers' voice will be mandatory while the other criteria will continue to be encouraged.

Yoker Housing Association Ltd (the Association) is committed to the principles of the Scottish Government's Fair Work and believes that our staff are our greatest asset and essential to our future success. We pay, and are committed to paying, the real living wage to all staff. We also want all staff to feel happy, healthy and supported at work.

The Association continuously reviews the way it works to ensure that policies underpin its commitment to the principles of Fair Work First. To ensure compliance with the principles, the Association has implemented the following measures:

Appropriate channels for effective voice

- The Association is a member of Employers in Voluntary Housing (EVH) who have a collective bargaining arrangement with UNITE the union which regulates staff terms and conditions that have been adopted by the Association.
- The Association recognizes a trade union and staff are made aware of how they can become a member.
- The Association's terms and conditions of employment have provisions within them to encourage and support trade union membership for staff, along with the support that is available to staff who carry out official duties for the union.
- The Association operates a performance review and appraisal process.
- The Association has policy and procedures in place to provide employees with ways to raise workplace concerns or issues. These include the Association's Whistleblowing Policy and Grievance procedure.
- The Association has appointed a Staff Safety Representative who meets regularly with senior Staff and Management Committee.
- Staff are provided with a range of methods to provide their views on works practices and general concerns. These include staff meetings, departmental meetings and one-to-one meetings with managers.
- Managers operate an 'open door' policy from the Director all the way through the organization.
- The Association utilizes a variety of technology to support communication and connectivity. This includes the use of Zoom, MS Teams and BT Cloud Work.

Investments in Workforce Development

- Training requirements are identified during annual appraisals, one-to-one discussions with managers and by individual staff members in relation to their own professional development.
- The Association funds vocational training courses to support staff development.
- The Association fully funds appropriate further and higher education courses for staff.

Investments in Workforce Development (continued)

- The Association provides paid leave for study / exams to staff that are studying for a formal qualification relating to their employment.
- The Association has created trainee roles within the Association to help staff establish and progress in their career.
- The Association supports staff financially through the payment of fees for membership to professional institutions.

No inappropriate use of zero hours contracts

- The Association has no zero-hours contracts in place.

Action to tackle the gender pay gap and create a more diverse and inclusive workplace

- The Association's salary scales are underpinned by EVH's job evaluation system which is based on the typical characteristics of any given job. This system focuses on the job rather than the staff member and provides fair and transparent arrangements for pay.
- The job evaluation system is based on grading guidelines that have been negotiated and agreed between EVH and UNITE the union.
- The Association has implemented an Equality and Diversity Strategy which demonstrates its commitment to fairness and equality.
- The Association collects and uses equalities data across all protected characteristics for employment purposes including recruitment. This allows the Association to identify and mitigate against any potential discrimination, helping to create a more diverse workforce.

Payments of the real living wage

- Full EVH members adopt the EVH terms and conditions and pay the real living wage as a minimum which is set at the bottom point of the salary scales. The Association's salary scales are based on the EVH job evaluation system but, as associate members of EVH, the salary scales adopted by the Association are at an enhanced rate.
- The bottom points of the salary scales are increased each year to reflect any increase to the real living wage.

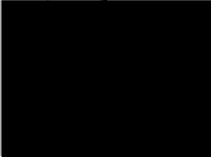
Offer flexible and family friendly working practice for all workers from day one of employment

- The Association's terms and conditions of employment set out enhanced terms for a range of family friendly policies including:
 - Maternity Leave
 - Paternity Leave
 - Shared Parental Leave
 - Adoption Leave
- The Association fully supports flexibility and family-friendly working by offering flexi-time and TOIL to all staff.
- The Association's terms and conditions of employment set out compassionate and other special leave available to staff members which helps to support a positive work-life balance.
- The Association's terms and conditions set out our commitment to consider flexible working requests.
- The Association operates a Homeworking Policy which allows for flexible working practices in line with our business requirements.

Oppose the use of fire and rehire practice

- The Association does not employ nor endorse the use of fire and rehire practices and is committed to not engaging in this activity.
- The Association is committed to working with our employees to ensure that there is effective consultation and negotiation relating to change.

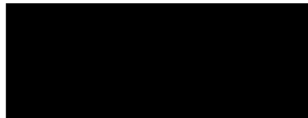
The joint statement is signed by the Association's Director and all other employees as affirmation that the Association is committed to the principles of Fair Work First.



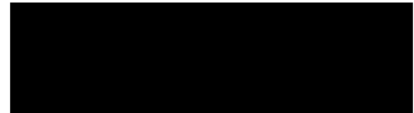
Christopher J Forrest
Director



Shamaïela Azhar
Property Services Officer



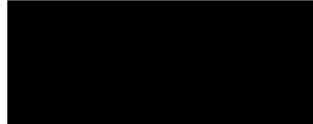
Derek Cochrane
Trainee Housing Services Officer



Aimee Crews
Trainee Housing Services Officer



Kevin Freeman
Housing Services Manager



Sebastian Kedzior
Trainee Housing Services Officer



Kayleigh McClymont
Cleaner



Kate McComish
Trainee Housing Services Officer



Andrew McCourtney
Finance Services Officer



Kirsty McKay
Senior Finance Services Officer



Shannon Newman
Property Services Assistant



Ellie Paterson
Trainee Housing Services Officer