



ELGIN AND LOSSIEMOUTH HARBOUR COMPANY

FAIR WORK FIRST POLICY

Introduction

Fair Work First is the Scottish Government's policy for driving high quality and fair work across the labour market in Scotland, and sets out a number of fair working practices which employers should adopt. The Fair Work Convention's Framework defines Fair Work as work that offers effective voice, fulfilment, opportunity, respect and security for employees. Fair Work aims to balance the rights and responsibilities of workers and employers. Within the organisation, Fair Work should be visible in the attitudes, behaviours, culture and policies and practices – demonstrating the value placed on fair and equal opportunity in work.

Our Commitment

Elgin and Lossiemouth Harbour Company is committed to adopting fair working practices across the organisation in line with the criteria set out in the Fair Work First guidance, as part of a continuous improvement approach.

We will create a safe confidential environment where open dialogue is central to the organisational culture. The challenges we face are dealt with constructively and transparently, involving the whole team. A place where colleagues views are sought out, listened to and acted upon, and can make a difference.

We will provide learning opportunities for employees at all levels and encourage everyone to engage in lifelong learning. Formal and informal learning opportunities will be offered and encouraged across the workforce, relating to specific roles as well as wider development. Staff will supported in keeping their professional qualifications up-to-date.

We do not use zero hour contracts or contracts that set out a minimum number of hours to be worked. Instead, all staff will be employed on permanent or fixed term contracts with confirmed hours and work pattern.

We will monitor personnel data to understand our workforce diversity and pay gap information and consider what actions need to be taken to address under representation. We will ensure the organisation continues to be a place that does not create barriers or exclude people with disabilities, and make workplace adjustments for disabled staff who need it. We support and encourage flexible working for all employees.

We recognise the importance of paying staff fairly so that they can enjoy a decent standard of living. We will continue to pay all our staff at least the National Living Wage. We will advocate for the National Living Wage with organisations we work with and will ensure to the best of our abilities to only work with suppliers who pay a National Living Wage when procuring goods and services.

Subject to business need, we will provide flexible working and family friendly working practices from day one of employment, which will include, but are not limited to:

- part-time work
- job share
- compressed hours
- hybrid working
- working from home

Elgin and Lossiemouth Harbour Company is committed to not using 'Fire and rehire' (the terminology currently most used to describe the practice of 'dismissal and re-engagement').