

| Five Dimensions of Fair Work | What We do |
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| <p>Effective Voice</p> <p>Adopt behaviours, practices and a culture that support effective voice and embed this at all levels – this requires openness, transparency, dialogue and tolerance of different viewpoints.</p> <p>Effective voice requires structures – formal and informal – through which real dialogue – individual and collective – can take place. More extensive union recognition and collective bargaining at workplace and sector level could address areas where worker voice is absent in Scottish workplaces.</p> <p>The ability to exercise voice effectively should be supported as a key competence of managers, other workers and union representatives. Demonstrate the effectiveness of voice channels and their influence.</p> | <p>We have a schedule of formal and informal meetings with recognised trade unions.</p> <p>The Principal writes to staff after every SLT meeting with updates.</p> <p>The Principal and Executive update staff at an all staff conference 3 times per year.</p> <p>We are signatories to the NRPA and actively engage in national bargaining. We have a monthly staff magazine.</p> <p>Staff have an annual review with their line managers.</p> <p>There are regular team meetings providing opportunities for 2 way dialogue.</p> <p>There are staff representatives on the Board.</p> |
| <p>Opportunity</p> <p>Investigate and interrogate the workforce profile in your organisation and sector, identify where any barriers to opportunity arise and address these creatively.</p> <p>Adopt a life stage approach that helps workers at all ages maximise their contribution.</p> | <p>We undertake workplace profiling and equalities profiling as part of the Mainstreaming work annually and put in place action plans to address any barriers.</p> <p>We have a mentor identified at induction for each new member of staff joining the College.</p> |

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| <p>Engage with diverse and local communities. Use buddying and mentoring to support new workers and those with distinctive needs.</p> <p>Undertake equalities profiling in the provision of training and development activities and in career progression procedures and outcomes. Invest in and utilise the skills and knowledge of union equality, learning and other workplace representatives.</p> | <p>Our Workplace representatives are involved in conversations and formal meetings on equalities and learning.</p> <p>We report by-annually on our Mainstreaming activities and outcomes and monitor our gender pay gap implementing actions to address this.</p> |
| <p>Security</p> <p>Ensure and support widespread awareness and understanding of employment rights.</p> <p>Contractual stability should be a core employer objective. Forms of flexible working where the burden of risk falls disproportionately on workers (including most zero hours contracts) are not fair work.</p> <p>All workers should be paid at least the Living Wage as calculated by the Living Wage Foundation.</p> <p>Agreement making between employers and workers, including collective bargaining in unionised establishments and sectors, promotes stability and perceptions of security and should be supported.</p> <p>Pay transparency and defensibility should be a core organisational objective.</p> | <p>We do not employ individual on zero hours contracts as defined by ACAS.</p> <p>We are a Living Wage accredited employer.</p> <p>We do not use fire and rehire practices.</p> <p>We are signatory members of the NRPA and engage in collective bargaining.</p> <p>Pay is determined nationally and we adhere to the circulars issued through College Employers Scotland.</p> |

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| <p>Fulfilment</p> <p>Build fulfilment at work explicitly into job design.</p> <p>Create an authorising culture where people can make appropriate decisions and make a difference.</p> <p>Invest in training, learning and skills development for current and future jobs.</p> <p>Where available, utilise the skills and expertise of union learning representatives and the resources available through Scottish Union Learning.</p> <p>Expectations of performance must be realistic and achievable without negative impact on wellbeing.</p> <p>Clear and transparent criteria and opportunities for career progression, as well as opportunities for personal development, should be a feature of all work.</p> | <p>We encourage all staff to be leaders and this is built into our culture, values and behaviours.</p> <p>We have a clear career progression route for staff.</p> <p>We undertake annual reviews which determine objectives and targets for the coming year. Lecturing staff are developed through PDA and Teaching Qualification in Further Education as part of their terms and conditions and are paid time for this.</p> <p>We enable staff to undertake development activity to progress to the next level in their career, Strategic Leadership for example through CDN.</p> <p>We have undertaken an programme of Inclusive Leadership training for all of our line managers this session.</p> |
| <p>Respect</p> <p>Respecting others is everybody's business. A culture of respect requires that behaviours, attitudes, policies and practices that support health, safety and wellbeing are consistently understood and applied.</p> <p>Be explicit about respect as an organisational value and a guide to practice, and start a dialogue around respect as it is experienced in your own organisation.</p> | <p>We publish and use as part of our annual review process and performance improvement processes our values and behaviours</p> <ul style="list-style-type: none"> • Be a positive role model • Behave as one team • Value the contribution of everyone • Be respectful |

Agree clear expectations of behaviour, conduct and treatment and encourage the involvement of everyone to improve respectful behaviours.

Respect for workers' personal and family lives requires access to practices that allow the balancing of work and family life.

Re-framing conflict can enhance respect in an organisation – think about differing views as potentially productive and creative.

Ensure that interpersonal relationships and internal procedures exist to manage conflict in a constructive way.

Union expertise and networks on health and safety, for example, are a valuable resource, the use of which should be developed, supported and maximised.

- Strive for excellence

We have a Family Leave Policy which provides rights to staff from day one of employment

We encourage hybrid and flexible working.
We have special leave built in to our terms and conditions to support staff.

We have robust policies on grievance and bullying.

We have a schedule of health & safety committees and wellbeing working groups which are attended by union representatives.