



FIFE CONTEMPORARY ART & CRAFT (ST ANDREWS) LTD

FAIR WORK FIRST STATEMENT

The underlying culture of our small organisation is one of respect and effective voice. Many aspects of Fair Work are already reflected in our working practices, our staff handbook and operating policies. We will be working over the coming year (2024-25) to formalise and improve these existing policies, bringing them all together into an overarching Fair Work Policy. This Fair Work First Statement summarises our ethos for Fair Work, our current Fair Work commitments, and our ambition for the future for Fife Contemporary to be an even more successful, supportive, and productive workplace.

EFFECTIVE VOICE As a small organisation, we are not union affiliated but ensure our staff are aware that they are able to join a union, and this is stated in our Staff Handbook. There are formal and informal routes for staff to raise concerns and to contribute to decision making. An ongoing open dialogue between staff and Board is supported, encouraged and valued. Staff are able to submit questions and proposals for discussion and consideration by the Board. Staff are also able to attend board meetings as a guest/visitor, for themselves or on behalf of other staff members. Formal 1 to 1 meetings and reviews between staff and the Director happen regularly and on request. All staff are able raise grievances at Board level through grievance procedures already identified in our Staff Handbook.

We recognise that organisations are successful when all staff are valued and have an effective voice. We will consult with all staff, and an appropriate union, when building effective voice into our Fair Work Policy by March 2025.

OPPORTUNITY Adherence to our Equal Opportunities Policy is the principal way we ensure equality of opportunity to all, and fair selection processes for jobs and opportunities. Our Staff Handbook supports flexible working, enabling staff to develop and excel in their roles around their personal needs and family life. Our EDI Action Plan and Equal Opportunities Policies can be found on our website.

We recognise the importance of equality of opportunity and will continue to monitor our success in delivering this against our EDI Action Plan through EDI monitoring, and annual staff and freelance feedback.

SECURITY We recognise that we Fife Contemporary and our staff and freelance employees benefit when they have financial and work security. We are a Living Wage

employer and commit to SAU Rates of Pay for Artists. Our Fair Payment Statement for Artists and Freelancers is available on our website. We do not operate zero hours contracts and limit volunteering and unpaid internships to specific circumstances that ensures value to the volunteer, these are identified in our Volunteering Policy.

We know there is a contiguous connection between work security and equality of opportunity and are continuing to improve our commitment to the financial security of our employees by seeking their input throughout the development of our Fair Work Policy.

FULFILMENT Our annual review process for staff is designed to support development and ensure work fulfilment; tailoring fulfilment goals to individual needs and focusing on staff support and retention. Through our ethos and experience in partnership working, we can support collaboration with other organisations to enable staff development from within our small team, as well as continuing to invest in staff training. Staff are encouraged to find and propose development opportunities that they are interested in taking on.

To ensure that staff fulfilment is given sufficient focus we are creating timetabled professional development days for all staff.

RESPECT Our staff can expect to attend work without experiencing bullying, harassment, discrimination or victimisation. The Anti-Racism Statement published on our website was devised and agreed by staff in consultation with affected groups through the Fife Centre for Equalities (FCE). Respect is integral to our current EDI Policy and Action Plan, Safeguarding Policies. Our existing Staff Handbook's grievance, misconduct and disciplinary procedures includes expectations for all staff regarding bullying and harassment.

By March 2025, a dedicated Bullying and Harassment Policy will set out expected standards of behaviour as well as the expectation of staff support and protection.

Health and Safety for our employees, including mental health, is embedded in our Mental Health and Health and Safety policies. Our staff handbook explicitly enables flexible working on request to all employees, enabling their needs and supporting their capacity to balance work and family life.

All policies are available on request.