

# Fair Work Policy

## Policy Statement

As an accredited Scottish Living Wage employer, we care about the well-being of staff and are committed to improving work-life balance for YDance employees to increase morale, motivation and productivity. We acknowledge YDance staff as the heart of our organisation and demonstrate our commitment to the Scottish Government's Fair Work First policy through the following five 'dimensions': Effective Voice, Fulfilment, Opportunity, Security and Respect.

### The purpose of this policy is to:

- Provide details of how YDance is compliant with current legislation around fair work, operating the business in a way that promotes positive workplace culture, for the benefit of all staff.
- Outline measures in place to monitor and track progress.
- Provide clear and useful information regarding fair work at YDance for employees and external stakeholders.
- Promote a working culture that values and prioritises employees.

### YDance will:

- Comply with Scottish Governments [Fair Work First Guidance](#) (2023) and [Fair Work Convention Framework](#) (2016).
- Ensure fair, equal, consistent and reasonable treatment of all staff in relation to the implementation of this policy.
- Provide and maintain appropriate channels for effective voice and communication in the workplace.
- Listen, recognise and understand the individual and collective voice of staff.
- Invest in workforce development.
- Make no use of zero hours contracts.
- Take positive action to create a more diverse and inclusive workplace.
- Pay Real Living Wage.
- Offer flexible and family friendly working practices for all staff from day one of employment.
- Oppose the use of 'fire and rehire' practices.
- Consult employees to support the review and revision of this policy annually.

Signed: Carolyn Lappin

Date: 02/02/24

Print Name: Carolyn Lappin

Date of next review: 02/02/24

<b>Responsibilities</b>	
Board of Directors:	<ul style="list-style-type: none"> <li>• To assume final responsibility as employers for the fair work policy and strategy.</li> <li>• To consider and adopt the fair work policy.</li> <li>• To discuss fair work occurrences/issues at the Board at least once a year.</li> <li>• To receive and discuss written reports on fair work practices within the company.</li> </ul>
Executive Director:	<ul style="list-style-type: none"> <li>• To submit the company's fair work policy to the Board and make revisions when necessary.</li> <li>• To raise new employer responsibilities on fair work with the Board.</li> <li>• To discuss fair work occurrences/issues at the Board at least once a year.</li> <li>• To receive and discuss written reports on fair work activities from the senior leadership team.</li> <li>• To schedule annual appraisals for all staff.</li> <li>• To ensure that staff are recruited fairly.</li> <li>• Ensure that all staff are given the opportunity to upskill and develop their knowledge within their job role</li> <li>• Ensure that job descriptions for each post are accurate and up to date.</li> </ul>
Line Managers	<ul style="list-style-type: none"> <li>• To keep staff in their teams up to date with workforce developments and how these might affect their jobs and workloads.</li> <li>• To remain approachable so that staff can raise any issues or problems concerning their role within the organisation.</li> <li>• To ensure jobs are designed fairly and work is allocated appropriately between teams/staff members.</li> <li>• To ensure work environments are regularly assessed to ensure an effective and positive culture is created and that the channels of communication are effective and appropriate.</li> <li>• To consistently review staff timetable and workload</li> <li>• To ensure staff have the right training for their roles.</li> <li>• To encourage and plan with staff ways in which they can upskill and develop within their role.</li> <li>• To ensure staff have regular one-to-one meetings with Line Managers to focus on goals and workload.</li> <li>• Seek formal training and development, or informal approaches such as coaching or mentoring, to enhance their own management and leadership skills.</li> </ul>

All staff:	<ul style="list-style-type: none"> <li>• To take reasonable care for their own actions and that of others who may be affected by their acts or omissions.</li> <li>• To speak to their line manager or a member of the senior leadership team when they need support or become aware of a situation or an issue that needs attention.</li> <li>• When working from home, to update diary and stay in regular contact with their line manager and colleagues.</li> </ul>
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**Arrangements on the five dimensions**

<b>Effective Voice:</b>	<p>YDance fosters a working environment where there is space for people to be heard, and where people can be who they are and participate in discussion honestly and openly. We consult formally and informally to enable feedback from staff as individuals and as a collective. This consultation takes place through -</p> <ul style="list-style-type: none"> <li>• Bi- weekly staff meetings</li> <li>• Weekly Artistic Team Meetings</li> <li>• One-to-one meetings with line managers</li> <li>• Monthly Programme Meetings</li> <li>• Annual Appraisal meetings</li> <li>• Annual Away Day</li> <li>• Wellbeing, EDI and Environmental consultation</li> <li>• Quarterly Board of Director Meetings</li> </ul> <p>We encourage transparency, dialogue and tolerance of different opinions in all meetings and workplace situations.</p>
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<b>Fulfilment:</b>	<p>YDance recognises the challenges of balancing work and personal life. Through the provision of flexible and family-friendly working practices, we encourage staff to work flexibly at the time and in the location that best meets the needs of the job, the employee and the team whenever possible. We continually review working patterns for new and existing employees. We aim to build job satisfaction into all roles and create a culture where staff are provided opportunities for personal development both within and out with the organisation. We aim to create an environment where employees' and participants' mental health and wellbeing is taken as seriously as their physical health. We also encourage the team to use alternative ways of meeting whenever possible (e.g. phone/walk).</p> <p>Examples –</p>
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	<ul style="list-style-type: none"> <li>• Flexible and family friendly working practices with regard to working hours and working from home.</li> <li>• Paying wages and expenses promptly.</li> <li>• Flexible TOIL system in place for overtime working.</li> <li>• Time off for health appointments and bereavement, and an empathic attitude to family illness.</li> <li>• Flexible Holidays – 28 days annually including public holidays plus 2 week closure at Christmas / New Year.</li> <li>• Tea/Coffee/Water provided.</li> <li>• Mileage reimbursed.</li> <li>• Auditions / Interviews – travel is paid for attendees.</li> <li>• Birthdays – all staff birthdays are celebrated.</li> <li>• Christmas lunch and gifts for staff.</li> <li>• Culture of support - family feel to the organisation – supportive culture.</li> <li>• Acknowledgements of success / occasions.</li> <li>• Staff team building days.</li> <li>• Supportive and communicative Board.</li> <li>• Open communication channels between staff.</li> <li>• Culture of trust.</li> </ul>
<p><b>Opportunity:</b></p>	<p>YDance undertakes a fair and transparent recruitment process with all job opportunities advertised externally to ensure that they are made available to as wide a range of people as possible. All team members have an annual review meeting with the Artistic Director and Executive Director to discuss their role and responsibilities, achievements and challenges, and to identify future goals and ambitions. The full team undertakes an annual away day together, and YDance invests in training, learning and skills development opportunities for all staff focusing on organisational priorities and individual personal development through our team training programme.</p> <ul style="list-style-type: none"> <li>• Regular artistic team training (commercial / contemporary / creative). Technical and research based.</li> <li>• Funding available for staff to undertake external training they identify as relevant to their roles.</li> <li>• Staff supported to undertake training courses and develop skills.</li> <li>• All staff can consult and request specific content/focus for the training days.</li> <li>• Senior staff are trained in mentoring and mentor YDance staff and the wider dance and cultural sector.</li> <li>• Board and Staff away days where all have opportunities to contribute and have their voices heard and respected.</li> </ul>
<p><b>Security:</b></p>	<p>YDance is an accredited Scottish Living Wage employer and all members of YDance staff are engaged on PAYE contracts</p>

	<p>and paid on time every month. We do not use, or issue zero-hour contracts and we oppose the use of fire and rehire practice. We provide support through the following:</p> <ul style="list-style-type: none"><li>• Use of company cars.</li><li>• Living Wage Employer.</li><li>• Freelance staff are paid at standard industry rates.</li><li>• All staff are paid on time and efficiently.</li><li>• Quick turnaround of payments for freelancer fees and expenses, and staff expenses.</li><li>• Company credit card can be used where staff are unable to pay and reclaim expenses.</li></ul>
<b>Respect:</b>	<p>Professional practices should be consistently understood and applied by all members of the team -</p> <ul style="list-style-type: none"><li>• Follow the YDance code of conduct.</li><li>• Treat others the way in which they would expect to be treated.</li><li>• Always be aware of their behaviours and attitudes.</li><li>• Engage with the YDance support system for ideas, critical feedback and peer support.</li></ul>