



## Fair Work First Statement

Highland Hospice is committed to advancing the Scottish Government Fair Work First policy to ensure fair working practices are in place for employees and volunteers.

The Hospice is proud to be recognised as an Investor in People at Gold Level, highlighting how valued and respected our workforce is and how passionate and committed they feel about what we do and the impact for the people we support.

Our commitment to Fair Work First is included within our Sustainability Strategy as part of our Social goal.

In relation to the policy the following demonstrates what we are doing.

### Provision of appropriate channels for effective worker's voice

The Hospice encourages a working environment where there is space for people to speak and be heard. This happens in various ways including informal discussions, drop-in sessions, consultation meetings, team meetings, structured 1:1s, supervisions, new start job reviews and appraisals.

We value the engagement and insights from our workers and provide opportunity for everyone to contribute to and shape our strategic ambitions. Our leadership team are visible and accessible, and the board trustees take opportunities to engage with staff and volunteers in different settings.

The Hospice has bi-monthly Operational Manager meetings and the information from these is shared with the whole organisation, in addition to periodic organisational updates.

Our volunteers receive a regular newsletter keeping them updated on what is happening in the Hospice.

We have a Pay and Benefits Review Committee comprised of employee representatives, senior management and board trustees who ensure that the terms and conditions of Highland Hospice are fit for purpose and sustainable.

We carry out engagement surveys. We analyse the results of every survey we do, share them with employees, volunteers and leadership teams and create action plans to make changes to improve employee and volunteer experiences.

Each year we have a Staff and Volunteer Gathering where we bring people together to chat, discuss, learn, contribute to and understand more about what is happening across the Hospice.

### Investment in workforce development

We support learning and development across the organisation at individual, team and organisational level using a range of learning opportunities and interventions. This begins prior to starting with the Hospice, through induction and beyond. We expect line managers and employees to proactively engage in career performance and development planning conversations regularly. Progression and development opportunities are encouraged.

Ness House, 1 Bishops Road, Inverness IV3 5SB

[www.highlandhospice.org](http://www.highlandhospice.org)

Highland Hospice is a registered Scottish charity no. SC011227

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

Highland Hospice is fully committed to an inclusive culture that welcomes all people for who they are. We have an active cross functional group who contribute and bring their voice to what we do from a services and policy perspective. In addition, we provide educational opportunities to help individuals understand more to enable each person to take personal accountability for inclusion and equitable approaches in what and how we do things.

We have adopted the NHS Scotland job evaluation scheme and all staff, regardless of gender, or other circumstance, are remunerated entirely based on the role they perform. We regularly review policies which support diversity and equitable practices at all levels.

## **Flexible and family friendly working practices for all workers from day one of employment**

We support our workforce to work flexibly at the time and in the location that best meets the needs of the people we support, the employee and the team. We embrace flexibility where possible with remote working, home-based working and hybrid working. We continually review working patterns for new and existing employees.

Our flexible and family friendly working practice policies are available to employees from the day a person starts with the Hospice.

## **Zero hours contracts**

It is not Hospice policy to offer zero hours contracts. We have a limited number of variable hour contracts in use for individuals in roles who desire the flexibility that this provides them. This is reviewed with them on a regular basis.

## **Employment Practices**

We oppose the use of fire and rehire practice.

All Highland Hospice staff are paid at least the real living wage.

All Highland Hospice priorities in relation to people are developed in collaboration with our workforce.