

Scottish Out of School Care Network (SOSCN) Fair Work Statement

We are an accredited living wage employer with a number of policies and examples of good practice in meeting Fair Work standards.

- Our contracts of employment are permanent, subject to funding levels for the organisation, and there is a reserve fund to ensure fair redundancy processes and payments are in place if the organisation overall funding cannot meet staffing costs. *Evidence in accounts for reserve fund*
- We are committed to equality and diversity and promote human rights and review all staff policies on an annual basis. *Equality policy*
- Every member of staff is able to work flexibly and choose hybrid working. *Flexible work policy*
- There is paid leave for caring responsibilities, maternity, paternity, illness, and special leave for bereavement. Relevant policies
- Any member of staff can join a trade union. At all times staff have access to their line manager, with regular staff team meetings to share ideas and discuss their work, as well as individually for any health, family, or personal concerns. examples
- All staff are members of Strathclyde Pension Fund, which is generous and secure. payroll
- Recruitment processes are designed to ensure there is no bias towards any protected characteristics, with personal information detached from applications at the shortlisting stages. Sample application form
- There are both informal and formal processes for staff to raise any issues, concerns, or to request support. Examples

Staff Collective Fair Work Statement

We know we are employed by an organisation keeping to Fair Work principles and practice through the following examples of this in action:

- *Through both formal line management and individual informal contact, our management have listened to our requests for flexible working hours for childcare reasons, or other caring responsibilities. We have specific email evidence confirming such arrangements.*
- *None of us are paid below the real living wage and we have access to a generous pension fund and good terms and conditions such as paid sick leave, holidays and public holidays, maternity and paternity leave and a number of days allowed per annum for emergency childcare or other caring responsibilities.*

- *Both senior managers listen to our ideas and suggestions, and we can contribute them at organised staff meetings or through quick chats, emails, and meeting in person. There is evidence that the organisation has taken on our ideas and suggestions, and we are always given clear feedback on our work and thanked for our contributions individually and collectively.*
- *Some of us have had paid time off for Jury duty and we all know we can have time for trade union duties should we wish to do so.*
- *Our contracts are permanent, subject to the organisation's funding and there is a clear and fair redundancy policy if the funding is stopped.*