

KILMALLIE COMMUNITY CENTRE

FAIR WORK POLICY



1 Statement

Kilmallie Community Centre is committed to advancing the Scottish Government Fair Work First Policy and the criteria as set out within the Fair Work First guidance document.

<https://www.gov.scot/publications/fair-work-first-guidance-2/pages/6/>

https://www.highland.gov.uk/downloads/file/27358/fair_work_first_summary_guidance.

We confirm that we pay our staff the Real Living Wage and/or will do so if we employ people in the future. We make every effort to ensure that our suppliers/contractors offered the same Real Living Wage rate when procuring goods or services. We also confirm that we offer our staff and/or volunteers an Effective Workers Voice channel within the workplace.

We currently employ 1 staff.

2 Provisions

We will have appropriate channels for effective voice from the workforce and volunteers:

- Contributions to board meetings (staff)
- Appraisals (staff)
- Board contact role (staff).
- Volunteers will be closely supervised and in regular contact with a Board member
- We will provide effective, one-to-one line management for any employee or regular volunteer ensuring regular open two-way dialogue, and we will ensure that this exists separately to performance management processes and that worker/manager working relationships are effective.

We actively invest in workplace and volunteer development:

- Staff will receive training relevant to their work and will be supported to attend courses and workshops relevant to their work
- Regular volunteers can learn through volunteering and will be supported to develop their skills.

We are committed to no inappropriate use of zero hours contracts.

- We will generally avoid zero hours contracts altogether but where the nature of the work is unavoidably sporadic and unpredictable we will ensure the call-out element of the work is compensated fairly.

We take action to tackle the gender pay gap and create a more diverse and inclusive workplace:

- Flexible *and* part time working hours will be supported where appropriate to the demands of the role and compatible with the needs of the Centre
- Hybrid home and office working will be supported where appropriate to the demands of the role and compatible with the needs of the Centre
- We will adhere to Equal Opportunities practices.

3 Declaration

	Employer	Employee
Signature		
Name	JOHN MORRISON	Corey Spengler-Gathercole
Position within organisation:	CHAIR	Centre Manager
Date:	03/03/2026	02/03/2026