

## **FAIR WORK FIRST STATEMENT**

Morvern Community Development Trust (MCDC) is fully committed to the principles of Fair Work First, the Scottish Government's policy for driving high-quality and fair work across Scotland.

We support the core principles of:

- The real living wage;
- Effective voice;
- Security;
- Opportunity;
- Fulfilment; and
- Respect.

Fair Work First promotes workforce diversity, equality and fairness. It requires adherence to two mandatory criteria: payment of the real living wage and provision of an effective voice for employees. The remaining four principles are strongly encouraged. At MCDC, we aim to implement all six principles as part of our commitment to fair and equitable employment practices. We aim to provide improved working conditions for our employees and in return see a positive impact on productivity, health, safety and well-being.

### **The Real Living Wage**

We are committed to paying, at minimum, the real living wage. Salaries reflect the responsibilities of each role and are reviewed annually in March each year to ensure they remain competitive and fair. Evidence can be provided through anonymized payslips or payroll records if required.

### **Effective Voice**

We ensure all staff have regular opportunities to share ideas and concerns:

- Fortnightly team meetings promote open communication and collaboration.
- Monthly one-to-one meetings provide time for individual discussion and feedback.
- All the team are engaged in the development of the annual work plan and priorities
- A shared team task list allows staff to contribute and stay informed about ongoing priorities.

As a small team, our culture encourages openness and continuous dialogue.

### **Security**

To promote stability, fairness and transparency in employment we provide:

- Statutory sick pay, annual leave and family leave allowances.
- A workplace pension scheme.
- A minimum one-month notice period following probation.
- Disciplinary and grievance procedures to ensure fair and consistent treatment.
- Access to expert HR advice currently via STEP HR.

## **Opportunity**

- We comply with the statutory requirement to permit flexible working requests from day one. All flexible working request are considered, balancing individual and business need. We always try to support the individual, however also mindful that we are a small, community facing team.
- We advertise any vacancies locally to support employment in our community.
- Any required training is funded and discussions about desired progression is held in our monthly one-to-one meetings.
- We have an open and transparent recruitment process, all roles are advertised.

We support professional networking events and encourage continuous development.

## **Fulfilment**

Our work directly supports the Morvern community, contributing to a shared sense of purpose. We prioritise the mental health and wellbeing of our staff, as outlined in our Mental Health and Wellbeing Policy.

Staff recognition and appreciation currently includes:

- An annual Christmas celebration meal
- A summer pizza evening
- Early access to new services or activities
- A 10% staff discount in our cafe

## **Respect**

MCDC fosters a respectful and inclusive working environment through clear policies:

- Our Equal Opportunities Statement and Anti-Harassment and Bullying Policy set expectations for respectful conduct and zero tolerance for discrimination or harassment.
- Our Computers, Email, Internet and Social Media Policy outlines standards for polite communication and responsible technology use, including social media conduct.

All staff are expected to treat one another with dignity and consideration, recognising the value of each individual.

We are working on adopting a behaviour-based appraisal system

**This statement reflects our ongoing commitment to Fair Work First and our belief that fair and supportive employment benefits both our team and the wider community.**