

Boleskine Community Care Fair Work Policy

March 2026

What is Fair Work?

Scotland's Fairwork Convention aims for people in Scotland by 2025 to have a world-leading working life where fair work drives success, wellbeing and prosperity for individuals, businesses, organisations and for society. The Fair Work Convention's definition of fair work is: Work that offers effective voice, opportunity, security, fulfilment and respect; that balances the rights and responsibilities of employers and workers and that can generate benefits for individuals, organisations and society.

SECURITY of employment, work and income are important foundations of a successful life.

RESPECT: Fair Work is work in which people are respected and treated respectfully, whatever their role and status.

OPPORTUNITY: Fair opportunity allows people to access and progress in work and employment and is a crucial dimension of Fair Work.

FULFILMENT: It is widely accepted that fulfilment is a key factor in both individual and organisational wellbeing. This includes the opportunity to use one's skills, to be able to influence work, to have some control and to have access to training and development.

EFFECTIVE VOICE: The ability to speak, individually or collectively, for example, through a recognised trade union, and to be listened to, is closely linked to the development of a respectful and reciprocal workplace relationships. Effective voice underpins the other dimensions of Fair Work, and real dialogue between organisational stakeholders can help deliver on opportunity, security, fulfilment and respect.

Boleskine Community Care and Fair Work

Boleskine Community Care (BCC) is a small organisation with 4 staff at March 2026 which operates with the support of local volunteers. We are committed to a Fair Work policy that applies to those who undertake paid employment for us either on a permanent or temporary basis, and the following policy is articulated for all.

SECURITY:

1. Fair pay

- All staff, interns and temporary freelancers are paid at least the Real Living Wage with an annual pay review being discussed by the Board.

2. Contracts

- We have no zero hours contracts within the organisation.
- Our contracts allow stability of employment, with notice period clearly outlined.
- They include the usual provision for holiday entitlement, sick pay and pension.

3. Policies and practises

As well as our Fairwork policy, we have a number of policies which encourage respect of health, safety and well-being that the staff are aware of and have a full understanding of:

- Health and Safety
- Equalities, Diversity and Inclusion
- Safeguarding

RESPECT:

4. Flexible working

- Out of respect for our staff's personal and family lives, we offer opportunities for flexible working to align with family life and caring commitments. This includes flexibility of hours worked across the year.
- We enable staff to have a balance of office and home-work.
- We are flexible in respect of carrying forward holidays or days in lieu.

5. Consideration for others

- We encourage an atmosphere of mutual support and respect in the organisation:
- We encourage respect of each staff member's different personalities and personal situations, and encourage all our staff to make allowances for their colleagues.
- Staff members are encouraged to support their colleagues professionally if and when needed.
- We make time to listen to and understand staff member's professional and personal concerns (if requested) and find solutions where possible.

OPPORTUNITY:

6. Opportunity in the workplace

- We have clear recruitment and selection procedures for staff
- Staff are able to request training and development opportunities through an annual review.
- Staff individual progression is encouraged within their current roles, offering more responsibility if requested, and opportunities to develop projects within their brief.

7. Diversity

- We engage with all our local communities to encourage diversity and promote diversity and tolerance in our day to day practices. Our code of conduct specifies tolerant behaviour as a key part of being a member of the BCC community.

FULFILMENT:

8. Fulfilment

- Within our organisation, we work as a staff team, encouraging staff members to use their skills outwith their roles if they so wish. We also involve them in evaluations, problem-solving and suggesting new ideas.
- We give staff members the opportunity to request training. Sometimes this is done externally, sometimes it is organised internally using the skills already present in the organisation.

EFFECTIVE VOICE:

9. Effective Voice

- As a small organisation, we do not have a union for staff to belong to. However, as a

small organisation, staff are encouraged to have a voice within the organisation (see 8. Fulfilment above).

- Annual reviews enable staff to feedback on their role and on the organisation. We encourage openness, dialogue and tolerance of different views (see 5. Consideration for others) both within the staff team, and with other freelancers we work with.

This policy will be reviewed every 2 years.

Version control

| Version number | Prepared by | Date approved by Trustees |
|-----------------------|--------------------|----------------------------------|
| 1.0 | Rachel Burn | 12th May 2026 |
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