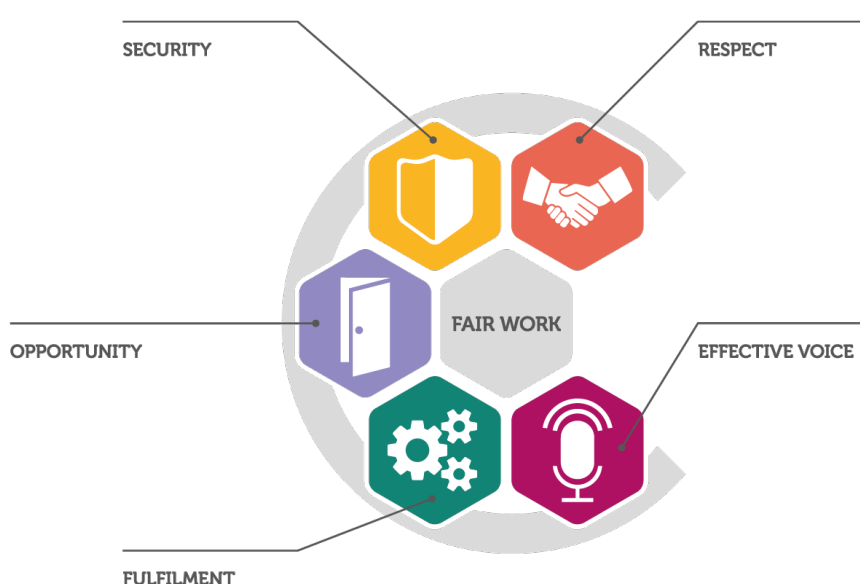


Scottish Poetry Library

Fair Work Statement

The Scottish Poetry Library is working towards advancing the Fair Work First criteria. Fair Work First is the Scottish Government's flagship policy for driving high quality and fair work across the labour market in Scotland.

We recognise that Fair Work generates benefits to everyone and improves the impacts we can make as an organisation. The five dimensions of the [Fair Work Framework](#) are illustrated below:



We have Our aim is to deliver good quality and fair work through continuous improvement. This will give confidence to:

- Our staff
- The public
- Our funders and stakeholders

We use the self-assessment tool on the Fair Work Convention Website to help us identify how we are doing and what more we can do. This document sets out where we are now and is under continual review.

Our Values

Our Fair Work Statement reflects the values we have chosen to prioritise. The values upon which the SPL's work rests are:

Enthusiasm

We are enthusiastic about poetry and creating possibilities for connecting people with poetry in all its forms.

Inclusivity

The SPL is for everybody; we are positive and welcoming, and committed to promoting underrepresented voices.

Collaboration

We seek out creative connections, actively listen and learn, and encourage exchange between different communities.

Responsibility

We are forward-looking, dynamic, and imaginative about better ways to do things. We value our unique resources and always look at how best to deploy them.

1. Employee Voice

We aim to give an effective voice to our staff and do this in a number of ways:

- Individual and team meetings.
- Employee review and development discussions.
- Delayed Office Opening Training and development sessions.
- We encourage Trade Union membership and representation.
- We provide opportunities to engage with senior management through working groups, business breakfasts and other meetings and briefing sessions.
- We have an open system to encourage the generation of new ideas and suggestions for service development and improvement.

2. Opportunities and Fulfilment

We invest in workforce development.

- We provide opportunities for young people through our placements and mentoring programme.
- We encourage continuous learning at every stage of the employment journey. We offer it across the workforce, both in relation to specific roles and as wider development.
- Staff participate in an annual programme of employee review and development.
- We encourage, support and fund formal and informal training.
- Our health and wellbeing practice promotes and looks after the mental wellbeing of our staff.
- Staff engage in training in equalities, unconscious bias, disability awareness and health and safety on commencement of employment and mandatory training content is reviewed and updated regularly.

- We offer relevant job opportunities internally before we seek external appointments to give staff opportunities to broaden their skills, knowledge and experience.

3. Security

We are accredited as a Real Living Wage employer.

- We do not use zero hours contracts.
- Supply and casual contracts are only used when there is no alternative. Workers on these contracts are not compelled to accept work when offered.
- Where possible we will use a fixed-term contract rather than a supply or casual contract.
- We don't use fire and rehire practices.
- We will carry out full and meaningful consultation when changing employees' contractual terms and conditions of employment.
- We will never use, or threaten to use, dismissal and immediate re-engagement practices.

4. Respect

We have zero tolerance for bullying and/or harassment and have policies and procedures in place to address this should it arise.

- We take action to create a more diverse and inclusive workplace.
- We work to understand and address perceived barriers to employment with us.
- We keep our recruitment procedures under review to ensure they are as accessible as possible.
- We apply Fair Recruitment practice.
- We offer both in person and online options for interview and reimburse interview expenses.
- We always advertise the salary for posts when recruiting.
- We make adjustments so staff with disabilities can access the workplace and support their applications to Access to Work or other related mechanisms of support and benefits.
- We support flexible working and offer an appropriate package of annual leave and flexitime working to help individuals balance work and non-work commitments.