

Fair Work First Policy



The Scottish Wildlife Trust (The Trust) is committed to ensuring that we have in place fair working practices and is committed to advancing the Scottish Government's Fair Work First criteria, specifically:

Appropriate channels for effective voice

The Trust supports the development of a working environment where there is space for people to be heard, and where people can be who they are and can have choice and participate.

Our line managers meet with their teams on a 1:1 basis regularly to talk and discuss any matters or concerns within the workplace and in addition we have all staff meetings with all our employees (generally at least twice a year) where employees are encouraged to ask questions, raise concerns or seek support.

We have several online topical forums and all staff pages where any employee of the Trust can raise questions, provide answers, make suggestions and seek and share support around wellbeing and positive mental health issues.

We have procedures and support mechanisms in place to support employees in the workplace and have zero tolerance of bullying and other forms of abuse and harassment.

We seek opinions from staff in a variety of ways, such as through the use of Pulse Surveys. We analyse the results of these, share them with our Management Team and all employees along with agreed action plans to make changes to improve the employee experience.

Investment in workforce development

We support learning and development across the organisation at individual, team and organisational levels using a range of learning opportunities. We expect line managers and employees to proactively engage in career performance and development planning conversations regularly.

No inappropriate use of zero hours contracts

We have a limited number of non-exploitative and non-exclusive zero-hour contracts in use for legitimate and appropriate reasons, e.g. seasonal work and managing peaks in work.

Action to tackle the gender pay gap and create a more diverse and inclusive workplace

Strong foundations: our people are our strength, our biggest advocates and the first to hold us to account. Working across all areas of Scotland, we come from a wide range of backgrounds and are united in our shared passion for nature conservation.

We pay close attention to our pay split by gender and ensure our pay scales and practises are objective and solely related to role competencies, skills and responsibilities. We employ an anonymised approach in our recruitment methods in order to ensure a truly inclusive approach.

We are collaborative and transparent in our approach, encouraging our individual differences to shape our decision making. We are focused on creating healthy, resilient ecosystems in our external environment and healthy, resilient teams internally.

We are open, welcoming and are committed to being a diverse, equal, and inclusive organisation.

Payment of the Real Living Wage All employees receive a salary that is at least the Real Living Wage rate or higher. We will advocate for the real living wage with other organisations we work with and will ensure to the best of our abilities to only work with suppliers pay a living wage when procuring goods and services.

Offer flexible and family friendly working practices for all workers from day one of employment

The Trust supports its workforce to work flexibly at the time and in the location that best meets the needs of the organisation, the job, the employee and the team. We embrace flexibility where possible with a non-mandatory approach to flexible working which includes remote working, home-based working, hybrid working and the choice to work from several offices to suit. We provide a flexi-time approach to working hours which allows for a culture that fosters trust and an output focussed approach to work in a manner that can be flexed to suit the individual. Our flexible and family friendly working practice policies are available to employees in line with statutory requirements. In practice all requests are considered on the merits of the request and business needs, and line managers are advised they should agree to flexible working requests unless there is a business reason not to.

We do not employ the use of fire and rehire practices.

Signed on behalf of the Trust



Martin Cullen

Director of Finance and Resources