



www.acredalehouse.org.uk

9 Mid Street
Bathgate
West Lothian
EH48 1PS

Fair Work First Statement

Within Acredale House we believe that all staff should be treated fairly, equally and with respect. It is important that our staff feel they have a voice and are listened to. We are committed to advancing the Fair Work First criteria, specifically:

1. We have an appropriate channel for effective employee voice

To facilitate this and support our staff we provide:

- one to one supervision every six-eight weeks
- well-being calls/meetings three times a year
- team meetings monthly
- a staff survey twice annually with follow up meetings to discuss any issues/concerns or suggestions raised.
- an open door policy where the Centre Manager or Team Leader are available to discuss any concerns or issues.
- an appointment system whereby staff can request a one to one meeting and be seen within 24hrs unless urgent then will be seen by either a Manager or Team Leader as soon as can be accommodated.
- we have policies in place to support employees in the workplace and have zero tolerance of bullying and other forms of abuse and harassment.
- we believe staff should feel supported and although we do not promote any particular Trade Unions we are willing to work with staff's preferred unions in partnership to resolve any concerns/issues. Our terms and conditions of employment contain reference to an employee's right to Trade Union membership and representation.

We maintain records detailing dates of all team meetings/supervision sessions and wellbeing calls.

2. We invest in workforce development

- All staff are required to have clear objectives, and Personal Development Plans to support ongoing development beyond initial training and we have a programme of mandatory learning modules to ensure that ongoing competence in these areas is maintained.
- We support the development of Professional Competence by funding staff to complete externally recognised qualifications.

Acredale House is a Registered Company in Scotland No. SC245052 and a Registered Scottish Charity No. SC009635

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

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

- Acredale House is committed to an inclusive culture that welcomes all people. There is no gender pay gap. All staff carrying out the same role with the same level of experience, are paid equally.
- We are an Equal Opportunities Employer. At all stages of recruitment and during employment we will pay attention to the need to treat every person with fairness and respect regardless of their race, religion, age, gender, or sexual orientation. We recognise that we need diverse people to work in the organisation.

4. No inappropriate use of zero hours contracts and commit to paying the Real Living Wage.

- Acredale House pays all staff in excess of the Real Living Wage.
- We have one post on a zero hour contract in use for legitimate and appropriate reasons, i.e. cover for annual leave or sickness absence.. We periodically review zero hour contracts in place to assess if their use is still appropriate.

5. We offer flexible and family friendly working practices for all workers from day one of employment.

- We are committed to adhering to relevant employment legislation across the UK
- 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.

6. We oppose the use of fire and rehire practice.

- We only consider effecting change where there is a legitimate business need and discuss proposals for change with staff collectively or directly with those impacted by the proposals. We consider any counterproposals put forward and make decisions based on our values and the joint interests of all key stakeholders.
- We strive to achieve change through meaningful consultation and discussions with our staff.
- We do not use hire and rehire practices.

This Statement will be reviewed on an annual basis or updated if there are relevant changes in legislation.

Next Review Date: November 2026

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