



Fair Work First Principles

Fair Work First is the Scottish Government's policy to drive high quality and fair working practices for workforces within Scotland. The policy does this by setting criteria that organisations are encouraged to adopt, and from 1st July 2023 organisations applying for public funding have to demonstrate their commitment to the principles and make this publicly available on their websites.

The purpose of this statement is to confirm standards set by Prospect which comply with the fair work criteria. We have policies, procedures and processes which fully support the development of a positive and inclusive environment and culture where all the workforce have the right to fair treatment, respect and continuous professional development.

We are fully committed to advancing the Fair Work First criteria, specifically:

Appropriate channels for effective voice

- Prospect are members of EVH and benefit from the collective bargaining arrangement that EVH have with the UNITE union. This covers pay and grading arrangements that our staff contracts commit us to.
- Staff have an input to any changes being made to HR policies and procedures and any proposed changes to terms and conditions of employment.
- All staff have an opportunity to submit ideas or suggestions via our Bright Ideas electronic form. All suggestions are considered by Management Team and feedback given to staff.

Investments in Workforce Development

- Prospect are committed to supporting and developing our employees.
- This commitment includes appropriate financial support to employees to complete qualifications relevant to their job roles along with paid time off when appropriate.

No inappropriate use of zero hours contracts

- We do not currently use zero hours contracts for any of our staff and have no intention to do so.

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

- EVH salary scales are supported by a job evaluation system which is based on typical characteristics of any given job. The system focuses on the job, not the staff member and provides a tried and tested system to ensure fair and transparent arrangements for pay.
- The job evaluation system is based on the grading guidelines which have been negotiated and agreed with the trade union.
- We have policies in place that cover both equal opportunities and dignity at work.

Payment of the real living wage

- Prospect pay the real living wage as a minimum for all staff

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

- We have enhanced terms for a range of family friendly policies, including the following:
 - Maternity Leave
 - Paternity Leave
 - Shared Parental Leave
 - Adoption Leave
- We are committed to consider flexible working requests and have in place a flexible working policy.
- Our terms and conditions set out compassionate and other special leave available to staff members which are supportive to promoting a positive work life balance.

Oppose the use of fire and rehire practice

- We will engage with staff at the start of the process for any changes which may affect contractual terms. We will ensure that full consultation with any affected staff members takes place. The purpose of consultation is to explore options to reach agreed outcomes.