



Highland Museum of Childhood Fair Work First Statement

Statement Scope & Definitions:

This statement relates to the Highland Museum of Childhood's commitment to the Scottish Government's Fair Work First initiative, and its role in delivering high quality and fair work, and workforce diversity.

The Highland Museum of Childhood considers its 'workforce' to be:

- Paid Staff
- Volunteers

From its review of the Scottish Government's Fair Work First Guidance (2023), HMOC has adopted the following Fair Work First criteria, and identified the organisation's own good practice in working towards these criteria, detailed below:

• Payment of at least the real Living Wage:

HMOC pays at least the real Living Wage to staff over the age of 18.

HMOC actively reviews its pay structures and has an incremental plan for paying eligible staff at least the real Living Wage.

• Provide appropriate channels for effective workers' voice:

HMOC supports staff engagement with trade unions and support organisations to encourage effective collective voice. Although staff are welcome to join a trade union of their choice, Prospect is a recognised representative for workers in heritage, culture and arts.

HMOC provides opportunities for effective individual voice for its workforce through formal annual appraisals and surveys, and opportunities for informal meaningful dialogue. HMOC promotes a strong culture of openness and transparency and encourages acceptance of different viewpoints.

• Investment in workforce development:

Learning & development is integrated in the HMOC's strategic planning, and its workforce collectively identifies development needs and priorities, ensuring both individual and organisational needs are met.

A range of formal and informal learning & development opportunities are provided, and regularly reviewed, to help build the organisation's resilience and growth.

• No inappropriate use of zero hours contracts:

HMOC does not use zero hours contracts.

All staff have a contract which accurately reflects the hours worked, guarantees a fair minimum number of hours per week and does not involve compulsory overtime.

- **Action to create a more diverse and inclusive workplace:**

A Workforce Equality policy is in place to promote inclusivity throughout the Highland Museum of Childhood's workforce. It considers needs and adjustments for all protected characteristics, i.e., age, disability, health, gender, race, religion and sexual orientation.

This policy also informs the organisation's recruitment and retention processes, preventing bias and barriers, e.g., where needed, additional support/flexibility is given at application and interview stages; there is diversity in interview panels; and exit interviews are used to understand why a person is leaving.

Diversification of the HMOC's workforce is central to the organisation's strategic planning and where feasible, projects and initiatives that promote workforce diversification are adopted.

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

HMOC recognises the positive effects of flexible and family friendly working practices, on both its workforce and organisational productivity, and encourages flexible and family friendly working practices for staff and volunteers where practical and possible. Such practices include remote working/participation and flexible work patterns.

- **Oppose the use of fire and rehire practice:**

HMOC does not support or approve the use of fire and rehire practice.