

UHI | SHETLAND

Statement of Fair Work Practices at UHI Shetland

No	FW Principle	Govt expectation	Position
1	Appropriate channels for effective voice, such as trade union recognition	All organisations with a workforce must be able to demonstrate, before they can access a grant, that all workers employed within that organisation have access to effective voice channel(s), including agency workers. Voice exists at both collective and individual levels and organisations will be expected to show how genuine and effective voice is evidenced.	<ul style="list-style-type: none">• We recognise UNISON and EIS-FELA as trade unions for all employees• We have regular meetings with EIS-FELA and UNISON.• The Principal provides weekly all staff communications updates• We have team meetings across the college and keep staff updated through regular announcements.• We have an all-staff email and feedback from employees on any issue is encouraged• We have staff representatives and a union representative on our Board of Management.• We are a signatory to national collective bargaining agreement on the academic side and are shadowing national agreements on the professional side. We comply with pay, terms and conditions agreements made therein.• There are 6 formal meetings with EIS-FELA and UNISON each year.• We promote trade union membership during induction.• We consult with trades unions on key issues, such as proposed restructuring• Where restructuring results in redeployment to a lower-paid role, we offer a 4-year salary conservation period.• Managers are expected to have regular 1-1 meetings with all in their team, as well as team meetings.• All staff participate in a Professional Review and Development system.• We have a well-established Grievance Policy and Dignity at Work Policy to enable staff complaints about unacceptable behaviour.• We have a collective disputes procedure as part of our Recognition and Procedures Agreement with EIS-FELA.

2	Investment in workforce development/Fulfilment	Effective workforce development involves employers providing opportunities for their staff at all levels of the organisation and should be a shared responsibility and shared commitment between the employer and workers. Everyone should be able to engage in lifelong learning.	<ul style="list-style-type: none"> • We support lecturers to obtain a TQFE (including steps towards this), funding the qualification and providing generous paid time off – enabling them to achieve professional registration (GTC Scotland). • We have a College Delivery Agreement with College Development Network (CDN), who provide developmental events, courses and bespoke workshops to support staff in themes identified through their annual survey. This now includes pedagogical tailored workshops. • Our PRD system helps to identify and provide support for all staff in their individual development. • All staff are able to apply for development funding throughout the year • We provide bespoke training for employees to support them in navigating legally complicated areas – data protection, health and safety, • We provide people management training for our managers using internal and external delivery. • We provide access to teaching fellowships (LTA/HEA) through the University, including access to funding. • Our mandatory training for all employees includes: <ul style="list-style-type: none"> ○ Health and safety ○ Equality, diversity and inclusion ○ Safeguarding ○ Information security ○ Corporate parenting ○ Data protection and GDPR ○ Discrimination in the workplace • Our EIS-FELA Local Recognition agreement includes a learning agreement to facilitate development activity.
3	No inappropriate use of zero hours contracts/Security	Although there is no legal definition of a zero-hours contract, in the context of Fair Work, such a contract is one which does not guarantee any work to the individual and does not set out a minimum number of hours (whether ongoing or for a set period).	<ul style="list-style-type: none"> • We provide Casual Contracts for certain roles i.e. invigilators who are only required at certain times of the year • All permanent/temporary employees are employed on open ended or fixed term contracts with confirmed hours and work patterns • All employees have a contract that accurately reflects the hours worked and guarantees a fair minimum number of hours per week • There are no compulsory overtime arrangements • There is no shift work. • Employees are moved from fixed term to permanent posts after two years continuous service, subject to national Collective Agreements.

4	Action to tackle the gender pay gap and create a more diverse and inclusive workforce	Fair Work expects employers to go beyond their legal obligations under the Equality Act 2010, enhancing the protection for workers discriminated on the basis of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, and sexual orientation.	<ul style="list-style-type: none"> • We participate in a collective approach to Equality and the Equality Duty through our inclusion in the University EDI Committee. We feed into and comply with measures agreed in this committee – for example, the inclusion of Gender-based violence, Corporate Parenting and Care-experienced modules in our suite of mandatory training packages. • We offer very generous annual leave for all employees, far in excess of statutory provisions and higher than other public sector employers. • We have flexible working arrangements for many employees. • We provide strong support for employees with disabilities, including occupational health support. We make reasonable adjustments to enable people to remain at work. • We have policies and procedures, for employees and students, on Dignity and Respect, Family Friendly (maternity, paternity, parental and adoption support) and additional levels of absence. We provide paid leave for a wide range of situations • Our Senior Management Team is 80% female, and 64% female across our workforce. • We have an EDI Policy, which was consulted on with employees and union representatives and also have a Dignity and Respect Policy for all employees • Our Board is gender balanced. • Employees are encouraged to take support and advice from union representatives • We promote access to Mental Health Support. • We have an Employee Assistance Programme available 24/7 to all employees and their families. This can lead to free individual counselling sessions to employees • CPD opportunities are available to all employees • We are registered with the Disability Confident Scheme • We recognise https://www.equality-network.org/scottish-lgbti-rainbow-mark/
5	Payment of the real Living Wage	All UK-based staff aged 16 and over, who are directly employed by the grant recipient, must be paid at least the real Living Wage; and any UK-based workers who are not	<ul style="list-style-type: none"> • We pay the Real Living Wage and we are an accredited Living Wage Employer • The College pays all nationally negotiated pay rates and pay increases • Apprentices are paid the National Living Wage

		directly employed but are directly engaged in delivering the grant-funded activity, whether they be sub-contractors or agency staff, must also be paid at least the real Living Wage.	
6	Other flexible and family friendly working practices for all workers from day one of employment	Flexible working and family friendly working practices take many forms including, but not limited to, part-time work and job share, flexitime, compressed hours, term-time, staggered hours, and working remotely and working from home. Flexible working can also be a reasonable adjustment for disabled workers or those who have a long-term health condition.	<ul style="list-style-type: none"> • The College has a Flexible Working Policy which applies to all employees from day 1 of employment. FW Requests are managed by line managers with support from the HR Team, taking into account the staff request and needs of our customers. • Managers receive support to help them to make fair and considered decisions relating to Fair Work. • The College offers training and development opportunities which are delivered as a mix of face to face (which provides a better and more interactive experience for delegates) and online via Teams • We have several FW arrangements agreed following OH assessments to manage disability and family-support scenarios. • The College provides an extensive range of leave of absence facilities, including: <ul style="list-style-type: none"> ○ Compassionate leave ○ Medical/dental/hospital appointments ○ Emergency leave for care of a dependent ○ Carer's leave ○ Long term illness of a dependent ○ Gender re-assignment ○ Other domestic emergency ○ Volunteering ○ Leave for fertility treatment. ○ Antenatal appointments ○ Paternity leave ○ Parental leave ○ Shared parental leave. ○ Sabbatical or employment breaks

7	Oppose the use of fire and rehire practice/ Security of Employment	An employer is likely to be using fire and rehire practice if they use dismissal and re-engagement for the purpose of diminishing terms and conditions. Employers should not use the threat of dismissal and/or redundancy in order to pressurise staff into accepting changes to terms and conditions.	UHI Shetland has not used Fire and re-hire practice in situations of diminishing requirements. Our main terms and conditions are defined by national Collective Agreements and any changes to non-core terms and conditions is done through consultation with employees and recognised trade union representatives, reaching agreement where possible.
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