



Fair Work Policy

Tarbert (Loch Fyne) Harbour Authority is committed to playing its part in the Fair Work Convention's vision that by 2025, people in Scotland will have a world-leading working life where fair work drives success, wellbeing and prosperity for individuals, businesses, organisations and society.

We are therefore developing a workplace that is built on the five key dimensions of Fair Work:

Effective voice

Opportunity

Security

Fulfilment

Respect

Fair Work First Statement

The Tarbert Harbour Authority (THA) is committed to ensuring that we have in place fair working practices and to advancing the Scottish Government's Fair Work First criteria, in conjunction with all our staff. Specifically:

Appropriate channels for effective voice

The THA 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. The Harbour Master meets with staff on an informal 1:1 basis regularly to talk and discuss any matters or concerns within the workplace. At these meetings team members are encouraged to ask questions, raise concerns, or seek support. We also have a formal Performance Review and Development Plan (PRDP) process that reviews performance, sets expectations for the forthcoming year, and identifies individual training and development needs. Weekly planning meetings are held between management and supervisors. Safety meetings are held quarterly with safety committee and minutes are sent out to all staff. At our quarterly all-staff meetings, staff are updated on the activities of the THA and are encouraged to ask questions and make suggestions. In addition, THA hold regular team building days such as bowling at Tarbert bowling club, bbq days for staff and other social events such as birthdays etc. Staff are encouraged to join volunteer programmes within the community where possible; an

example is one staff member coaches the local kids football team. We have zero tolerance for bullying and other forms of abuse and harassment.

Investment in Workforce Development

We support learning and development across the organisation at individual, team and organisational levels using a range of learning opportunities. One staff member was recently put through a Graduate Apprenticeship Scheme in Business Management at Strathclyde University. Another staff member is on a help to grow management course at Strathclyde University. All staff who commence work with THA must undergo COSH Working Safely training within 6 months and VHF radio training. Staff who use the harbour boat are put through their Powerboat Level 2 training. Training is discussed with each staff member during appraisals, and a training programme is then agreed.

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

The THA is an equal opportunities employer and actively supports Human Rights, and all statutory requirements. Our ethos is to respect and value people's differences, to help everyone achieve more at work and in their personal lives, so that they feel proud of the part they play in our success. Our Grievance Procedures ensure sympathetic handling, and hopefully satisfactory resolution, for all aspects of staff concerns or dissatisfaction. We believe that all decisions about people at work should be based on the individual's abilities, skills, performance and behaviour and our business requirements. Our Policy must be strictly adhered to by all our team. Discrimination, abuse, or harassment will result in disciplinary action being taken including dismissal for serious cases. We are open, welcoming and are committed to being a diverse, equal, and inclusive organisation.

Payment of the Real Living Wage

All staff members, including seasonal staff, receive a salary that is at least the Real Living Wage rate or higher. 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.

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

The THA supports its workforce to work flexibly at the time and in the location that best meets the needs of the organisation, the job, the staff member, and the team. We embrace flexibility where possible with a non-mandatory approach to flexible working

which includes home based working. Our flexible and family friendly working practice policies are available to all staff members in line with statutory requirements. In practice all requests are considered on the merits of the request and business needs.

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