

Fair Work First

Information sheet for third sector organisations in Fife

What is Fair Work First?

Fair Work First is the Scottish Government's flagship policy for driving high quality and fair work across the labour market in Scotland.

It works by applying fair work criteria to grants, other funding and contracts being awarded by and across the public sector, where it is relevant to do so.

The policy uses the Scottish Government's spending power to leverage employers' commitment to Fair Work, promoting progressive workplace policies that benefit workers, employers, and the wider economy.

What Fair Work First means for third sector organisations in Fife

For grant recipients

- **FUNDING CONDITIONS:**
Organisations receiving public sector grants must meet Fair Work First criteria as condition of funding.
- **PROPORTIONATE IMPLEMENTATION:**
The approach is designed to be progressive, incremental, relevant and proportionate based on organisation size, sector, and current practices.
- **SECTOR SUPPORT:**
Recognition that third sector organisations may need tailored support to implement fair work practices.

For employers

- **ENHANCED REPUTATION:**
Demonstrates commitment to ethical employment practices.
- **IMPROVED RECRUITMENT:**
Attracts and retains quality staff through better working conditions.
- **SUSTAINABLE OPERATIONS:**
Creates more stable and productive working environments.



The six elements of Fair Work First

1
Real Living
Wage

All staff should be paid at least the real Living Wage.

Demonstrates commitment to fair pay and ethical employment.

2
Appropriate
channels for
voice

Staff **have a say** in how work is organised.

Includes meaningful consultation, staff forums, trade union recognition or other representative bodies.

Regular feedback mechanisms and employee engagement.

3
No unfair use
of zero-hour
contracts

Provide fair, stable contracts that reflect the nature of the work.

Avoid exploitative or precarious zero-hour arrangements.

Protect staff during periods of change or uncertainty.

4
Action on
workforce
equality and
diversity

Promote inclusive recruitment, progression, and promotion.

Embed equality, diversity, and inclusion practices across all aspects of employment.

Ensure fair treatment regardless of background or circumstances.

5
Invest
in training and
development

Provide access to learning, skills development, and career progression opportunities.

Support personal and professional growth for staff and volunteers.

Develop clear pathways for progression within your organisation.

6
Health,
safety and
wellbeing

Ensure a safe, supportive, and positive workplace.

Promote work-life balance, staff wellbeing, and a respectful culture.

Recognise and reward contributions, address inappropriate behaviour promptly.



How Fair Work First can be embedded in practice and culture

Organisational assessment

1 CURRENT STATE REVIEW:

Evaluate existing employment practices against Fair Work criteria.

2 GAP ANALYSIS:

Identify areas requiring improvement or development.

3 ACTION PLANNING:

Develop realistic, time-bound improvement plans.

4 RESOURCE PLANNING:

Allocate appropriate resources for implementation.

Practical implementation steps

Policy development

- Develop a Fair Work First policy
- Review and update HR policies to reflect Fair Work principles
- Develop clear procedures for employee voice and consultation
- Create transparent recruitment and promotion processes
- Establish equality, diversity and inclusion frameworks

Management practices

- Train managers in Fair Work principles and practices
- Implement regular one-to-one meetings and team consultations
- Develop clear communication channels and feedback mechanisms
- Create supportive supervision and performance management systems

Employee engagement

- Establish staff forums or representative groups
- Conduct regular employee surveys and act on feedback
- Provide opportunities for skills development and career progression
- Recognise and celebrate achievements and contributions

Organisational culture

- Promote values of respect, inclusion and fairness for everyone
- Address inappropriate behaviour promptly and consistently
- Support work-life balance through flexible arrangements for staff and realistic commitments for volunteers
- Foster collaborative and supportive environments for all contributors

Monitoring and evaluation

- Regular review of Fair Work implementation across all aspects of the organisation
- Feedback and satisfaction surveys for staff and volunteers
- Performance metrics and outcome measurement
- Continuous improvement processes that involve everyone



Getting started - your first steps

For
management
boards /
committees

Key questions
for Boards to
consider

Timeline
considerations

1. INITIAL DISCUSSION

Add Fair Work First to your next board agenda for discussion.

2. QUICK ASSESSMENT

Review your current employment practices against the five elements.

3. STAFF CONSULTATION

Discuss with your management team to understand current position.

4. CONTACT FVA

Arrange an initial conversation to understand how Fair Work First applies to your organisation. We can help you to avoid mis-steps or making changes that may cause future problems.

- Do we currently meet Fair Work First criteria in our employment practices?
- What policies or practices might need updating?
- How can we ensure staff voice is heard in our governance?
- What resources do we need to support implementation?
- How does this align with our organisational values and mission?

Fair Work First requirements apply to new grants and contract renewals, so organisations should:

IMMEDIATELY

Assess current position and identify any urgent gaps

IN THE SHORT-TERM (3-6 months)

Develop action plans and begin policy updates

ONGOING

Embed practices into organisational culture and continuous improvement

Support available

Fife Voluntary Action (FVA) support

Our Capacity Building team have experience in supporting implementation of Fair Work First - from training workshops, to giving practical solutions and ways to implement the elements of it into the organisation's everyday practice.

GETTING STARTED IS EASY - contact us for an initial conversation to understand how Fair Work First applies to your organisation and what support might be most helpful.

Contact Information

For support with Fair Work First implementation:

E-mail: info@fva.org • Call: **0800 389 6046**

Additional resources

- Fair Work Convention: www.fairworkconvention.scot
 - ACAS Scotland: www.acas.org.uk/scotland
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For specific advice relating to your organisation's circumstances, please contact Fife Voluntary Action or seek appropriate professional advice



www.fva.org