

THE HIGHLANDERS' MUSEUM FAIR WORK FIRST STATEMENT

The Highlander's Museum is committed to the Scottish Government's Fair Work First (FWF) principles.

FWF is central to achieving the Scottish Government's priority for sustainable and inclusive growth, especially as Scotland transitions out of the COVID-19 pandemic and into a period of

Fair Work is more important than ever, and the Museum will continue to build on our best practises around:

Employment: We will continue to work on our robust recruitment and employment practises through resources, training, advice, and the Scottish Government guidance on Fair Work First.

Procurement: We will work with those whose services and goods we buy on following FWF principles and provide them with this FWF statement.

Below are the Museum's 5 dimensions of Fair Work First. As these will change as the Museum develops we will review them, therefore your views or comments are welcome and to do this please contact generalmanager@thehighlandersmuseum.com by email or phone 01667 457787.

1. Effective Voice

Staff have the opportunity to contribute ideas, to be listened to and be able to make a difference.

We will achieve this through:

- Open communication and feedback channels
- Staff surveys
- Through regular individual and team meetings
- Encouraging physical and mental wellbeing, for example through flexible working requests

2. Security

Job security, fair contracts, stable and predictable wages, predictability of working hours, paying at least the Real Living Wage.

We will achieve this through:

- Not using inappropriate zero-hours contracts
- Paying all salaried staff at least the Real Living Wage
- Using the Museums Galleries Scotland *Fair Work recruitment checklist* for designing jobs
- Being aware of the *Museum Association Salary guidelines* and implementing them

3. Opportunity

All staff to have access to fair work, training and progression for all.

We will achieve this through:

- Continuing to develop our equal opportunities employment strategies
- The Highlanders' Museum is a learning organisation, and we will agree an annual training and development plan with all employees
- To develop career opportunities and apprenticeships where possible
- Consider hybrid working approach for applicable staff
- Inclusivity, we will explore barriers and opportunities to improve inclusion
- We will invest in workforce development through programming, vocational learning and professional development
- Create a more diverse and inclusive workplace through recruitment best practice
- Regularly engage with a wide range of partners and stakeholders

4. Fulfilment

We will continue to work and develop ways to use Museums staff's skills and take responsibility for their work

We will achieve this through:

- Roles with clear responsibilities / objectives
- Development plans, opportunities to stretch
- The Museum recognises and rewards good work through discussion and affirmation and good line management relations
- Understanding what motivates people as individuals
- Joint and solution-based problem solving

5. Respect

The Museum is a valuing workplace and understands that staff work best through respectful relationships at all levels

We will achieve this through:

- Recognising the importance of health, dignity and wellbeing, staff efforts, contribution and work life balance
- Wellbeing strategies jointly created and implemented
- Flexible working where possible
- Line Managers and Management to be easily accessible
- Signposting and discussion about support services
- A welcoming and inclusive workplace which involves healthy and happy working relationships