

Penicuik Community Sports and Leisure Foundation Fair Work Practices Policy

1. Purpose

The purpose of this policy is to establish the principles and practices of fair work that the Penicuik Community Sports and Leisure Foundation (hereinafter referred to as "the Foundation") commits to uphold. This policy ensures all employees are treated with respect, equity, and fairness, promoting a positive and inclusive work environment.

2. Scope

This policy applies to all employees, volunteers, and contractors of the Foundation, regardless of their position, tenure, or contract type.

3. Principles

The Foundation commits to the following principles of fair work practices:

3.1. Equality and Diversity

- Promote diversity and equality in the workplace.
- Provide equal opportunities for employment, advancement, and personal development.
- Prohibit discrimination on the basis of age, gender, race, ethnicity, disability, sexual orientation, religion, or any other protected status.

3.2. Fair Compensation

- Ensure compensation reflects the nature of the work and is competitive with industry standards.
- Commit to transparency in pay structures and progression.
- Provide clear information about pay, including deductions, overtime rates, and benefits.

3.3. Work-life Balance

- Support flexible working arrangements to accommodate employees' diverse needs.
- Encourage employees to take their full annual leave entitlement.
- Respect employees' right to disconnect outside of working hours.

3.4. Safe and Healthy Work Environment

- Maintain a workplace that is safe and free from harassment or bullying.
- Provide training and resources necessary to perform job duties safely and effectively.
- Promote mental health awareness and support.

3.5. Learning and Development

- Offer opportunities for professional development and career advancement.
- Support employees in acquiring new skills relevant to their roles.
- Encourage and facilitate constructive feedback and dialogue.

4. Responsibilities

4.1. Management

- Implement and uphold the principles outlined in this policy.
- Foster an inclusive culture that values diversity and equality.
- Regularly review workplace practices to ensure they align with this policy.

4.2. Employees

- Adhere to the principles and practices of fair work outlined in this policy.

- Respect the diversity of their colleagues and contribute to an inclusive work environment.
- Report any incidents of discrimination, harassment, or unfair treatment.

5. Reporting and Resolution

- Provide a clear and confidential process for reporting breaches of this policy.
- Ensure timely and fair investigation of all complaints.
- Take appropriate corrective action to resolve issues and prevent recurrence.

6. Review and Update

This policy will be reviewed annually and updated as necessary to reflect changes in legislation, industry standards, and the needs of the Foundation and its employees.