Fair Work Policy

Introduction

Fair Work Policy serves as a foundation to our commitment to fair and respectful workplace practices. This policy should be read in conjunction with our Diversity Equality Inclusion and Belonging Policy and our EDI Action Plan. It links to our strategic aims:

Aim 7: To consolidate and build a successful, environmentally sustainable, and equitable organisation.

We ascribe to Scotland's Fair Work Framework[1] and have prepared this policy in reference to it. In creating this policy we have also taken advice from SCVO's HR for Creatives programme as well as consulting relevant industry guidance including the recent Literature Alliance Scotland Freelance Report (2022)[2].

For the purposes of this policy, where no qualification is given "team members" should be taken to include everyone working directly in a delivery role for Push the Boat Out including in volunteers.

We aim to:

- Pay exceeding Real Living Wage and in line with industry standards including, as appropriate to the work contracted.
- Offer security of contract, including hours and earnings (no zero-hour contracts). Where possible provide contracts that cover the full year rather than being temporary and related only to the festival
- Foster a working culture that enables team members to have a voice, are listened to and can make a difference (at all levels).
- Provide learning, skills training and development opportunities.
- Maintain a healthy and safe environment, where team members' wellbeing is actively supported.
- Support our team members to feel valued and respected and that they have a sense of purpose in work and wider society.
- Work towards a fair, diverse and inclusive workforce.

Equal opportunities statement

Push the Boat Out is fully committed to providing equality across all our work for our participants, audiences, staff, freelancers, board and volunteers. All opportunities will be afforded to individuals fairly and irrespective of age, disability, gender, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief or sexual orientation ("the protected characteristics"), and additionally irrespective of economic status, health status, caring responsibilities, part-time/full-time status, and social background.

We aim to create a working environment and community experiences that are free from discrimination and harassment in any form, in which all staff, participants, audiences, customers and suppliers are treated with dignity and respect.

[1] https://www.fairworkconvention.scot/the-fair-work-framework/
[2] https://literaturealliancescotland.co.uk/freelance-report/

Our commitment to Fair Work

This Fair Work Policy includes how we have embedded respect into our recruitment processes, job design, contracts, our learning, development approaches, pay structures, raising complaints procedure, and to our sharing feedback and influencing decision making opportunities. The opportunity, fulfilment, security and effective voice sections below have more information about how we are doing this.

Respect

We foster an inclusive, open atmosphere in the team. We value honesty, integrity, creativity and a sense of fun in our work too; these will be prioritised throughout. Respect and care are central to the work we do, including the following:

- The Director holds at least monthly check-ins with all freelance team members and fortnightly with those engaged for more hours. This will increase in busier times for example lead up to festival.
- The Chair holds at least a monthly check in with the Director.
- Support team members to work in a way that supports their work-life balance, and career development.
- All new team members are supported with a clear induction process.
- Volunteers are supported to understand their role, with clear, written responsibilities and line management.
- Take action to tackle the gender pay gap and to create a more inclusive workplace.
- Offer flexible and family friendly working practices for all workers from day one of employment.
- Oppose the use of fire and rehire practice.
- Develop, maintain and communicate clear policies about the conduct that is expected from board, team members, volunteers, contractors and artists and the remedies available.
- Take appropriate action, up to and including dismissal, for team members, volunteers, and contractors found to have engaged in harassment or discrimination.

Opportunity

We are committed to attracting and selecting team members based on their skills and development potential, regardless of their background. We strive to increase diversity at all levels of our organisation and to eliminate barriers to recruitment experienced by people who have been subjected to marginalisation, discrimination, or exclusion.

Job descriptions and person specifications

- We create jobs that are fulfilling and provide opportunities for development.
- We don’t ask for a degree level education if it is not a requirement of the job.
- We ensure that role descriptions and job adverts are clear, inclusive, and accessible.

Job adverts and interviews

- Offer new paid roles widely and transparently, including an equalities monitoring process.
- Guaranteed interviews for individuals who meet essential criteria and have one or more protected characteristics, who meet the job criteria.
- We invite and consider all accessibility requests.
- Candidates are interviewed by at least two members of the team/board.

- Feedback will be provided as requested to unsuccessful candidates.
- We are working towards ensure that our recruitment practices are free of unconscious bias.

When selecting new team members, we:

- Value experience as much as education and technical qualifications
- Value experience gained in other countries, in volunteering and non-professional projects.
- Select team members based on experience, skills, values and potential.
- Make sure all team members involved in the recruitment process are aware of the above and able to work within the above.
- Offer reasonable adjustments and accommodations wherever possible.
- Offer mentoring, learning and development and career progression opportunities.

For artists contributing to our programme, we:

- In commissions, call outs or in sourcing design briefs be careful to 'understand our ask' in terms of not requiring undue levels of preparation.
- We aim to programme a diverse range of voices, enhancing the representation of marginalised artists on our stages and through our commissions. In turn this will ensure that our work feels welcoming to people from similar backgrounds. To enable this, we:
    - Carry out Equalities Monitoring for artists
    - Have targets for the inclusion of under-represented and marginalised groups,
    - Encourage all artists with an access need to complete a simple Access Rider to ensure we know how to support them.
- Offer learning and development opportunities to artists in the wider sector in various ways.

Security

- We pay team members in excess of the Real Living Wage and offer security of contract, including hours and earnings.
- We reference relevant industry standards in setting pay rates and fees for contractors. This includes the Society of Authors and Scottish Book Trust, Scottish Artists Union, Scottish Musicians Union and ITC.
- Provide all team members with written contracts including fair notice periods.
- Provide all short term contractors and artists are with a contract including written confirmation of their working hours, agreed duties, and clauses providing fair protections for both sides in the case of unavoidable work cancellations.
- Artists and staff are not be penalised for illness or force majeure.
- We don't use zero hours contracts.
- We pay our freelance staff and artists on time, within 2 weeks of receiving a valid invoice.
- We offer annual paid freelance positions where possible, as opposed to seasonal, shorter contracts.
- We review our pay offer every 12 months to address any disparities and to promote fairness.

Fulfilment

- We create jobs that are fulfilling and provide opportunities for development.
- We support our team members to develop their skills, knowledge, and careers.

    - Development opportunities are actively sought out and responded to and distributed equitably amongst our team.
    - We have regular catch ups and check ins to discuss learning and development opportunities, as well as an annual review of development needs resulting in a plan for each year-round team member. This is undertaken by the Director for team members or by the Chair in respect of the Director.
    - We have a designated budget at an appropriate level to underpin these commitments.
    - Volunteers are supported with training to enable them to effectively undertake their role and given opportunities to experience and support the aspects of the festival that align with their interests and aspirations.
- We offer flexible and family friendly working from day one.
- We put in place structures and programmes that support artists in the wider poetry and literature sector to develop their skills and careers (e.g. Programme Committee, Professional Development programme and opportunities, support for emerging programmers).
- Where volunteering opportunities are offered ensure that these are meaningful, tailored and genuinely voluntary rather than a replacement for paid employment.

Effective voice

We value the voice and influence of our employees in shaping the workplace. We will:

- Encourage open communication and feedback from team members at all levels, including employees, freelancers, volunteers and board members.
- Consult team members on matters that affect their work and well-being.
- Promote team member involvement in decision making processes.
- Give our staff and volunteers autonomy in their work areas.
- Have clear routes for feedback in the form of a formal consultation after each festival.

Accountability for Fair Work

All team members, including freelancers, volunteers, board members and employees, are responsible for upholding this Fair Work Policy. The Director and Board are responsible for ensuring its implementation and review.

This Fair Work Policy is subject to annual review and may be updated as necessary to reflect changing requirements, best practices, and the five dimensions of fair work. It is provided to all new team members on joining, and any updates will be communicated to all team members, both at a team meeting and in writing.

Date of last review: March 2026

Date of next review: March 2027