

the stove network

Fair Work Statement

Fair Work has been a key founding principle of The Stove since its foundation, before Fair Work was a recognised term and we are committed to the [Scottish Government's Fair Work First policy](#)

The culture of work at The Stove has always been seen as 'wider than money' – being about the nature and value of work, support, learning and access to support. This has influenced individual working at The Stove (including freelancers and contractors) who report having raised expectations of other organisations and a greater sense of their own self-worth.

The Stove is an Accredited Real Living Wage employer and the pay differential between the lowest paid employee and the highest wage is x1.9. Fair Work is a standing item on the agenda for Stove Board meetings - reviewing the Fair Work action plan which accompanies our Fair Work policy (created Aug 2022).

Our Fair Work policy also outlines what The Stove is already doing in terms of: Effective voice, Opportunity, Security, Fulfilment and Respect.

Effective Voice

For individuals, the opportunity to have an effective voice is crucially important. Having a say at work is consistent with the broader suite of rights available to citizens in democratic societies.

For us, this means recognising that everyone – at all levels, regardless of type of contract - has a say at work. We currently do this in the following ways:

- Dark Time (Quarterly and Annual) - whole team discussion and action planning on projects, processes and policies
- Creative Monthly – whole team creative working on current issues/projects
- Quarterly Support and Supervision for all staff and long-term freelancers
- continue to provide formal opportunities for our staff to have a say at work, including quarterly support and supervision, and annual reviews that are linked to our strategic milestones and programmatic direction.
- let our staff know what we have done as a result of feedback.
- measure staff absence, retention and satisfaction annually to assess the impact of effective voice measures.

Opportunity

It is a reasonable aspiration to want work that is fair – and for fair work to be available to everyone. Fair opportunity allows people to access work and employment and is a crucial dimension of fair work.

For us, this means ensuring that everyone has access to the opportunities they want and need.

We currently do this in the following ways.

Recruitment

- Job vacancies are posted on our dedicated opportunities page hosted on [thestove.org](#) and include the line:

"It's important that our people reflect and represent the diversity of the communities and audiences we serve. We welcome and value difference, so when we say we're for everyone, we want everyone to be

welcome in our teams too. Wherever you're from, and whatever your background, we want to hear from you.

We will accept applications from anyone and everyone who feels they have the skills required to fulfil this role."

- Opportunities are shared via our social media channels (Facebook, twitter, Instagram [stories])
- Job vacancies and opportunities are shared with partner organisations locally, regionally and nationally
- An optional, equal opportunity monitoring form is added to our recruitment adverts online
- Where appropriate, we actively promote and encourage candidates to send us their applications in a medium that best represents them, this can be in writing, video or audio. We offer that people can contact us to discuss their access needs for them to take a full part in any selection process
- We have a robust recruitment management framework which allows for all candidates to be treated with the same level of consideration and respect.

Participation

- We promote participation opportunities to a wide cross section of society including directly to those who fall into the category of underrepresented groups, through partnership connections and relationship building with local organisations who specialise in the management of groups with protected characteristics.
- Training opportunities are shared with the team as and when they arise.
- Teammates are encouraged to actively seek out training courses that they identify as beneficial to their job roles and/or career progression
- Regularly review our job application process. This will consider the ways in which we advertise vacancies (e.g. the language we use, where we advertise, what core skills we request), how candidates can apply and how we assess their suitability for the role. (Quarterly: June, Sept, Dec, Mar)
- Identify barriers to participation for under-represented groups in our workplace. (progressed AUG 22 and ongoing through Projects)
- Our Training Champion carries out a skills audit and investigates training and learning opportunities (this could include peer learning).
- Recognise that career progression is not everyone's priority.

Security

Security of income can contribute to greater individual and family stability and promote more effective financial planning, including investment in pensions.

For us, this means ensuring that everyone has access to a secure income for the duration of their contract.

We currently do this in the following ways:

- A clear, fair pay policy shared with staff with progression opportunities in each salary band.
- Real living wage rates as a minimum for all Stove employees (Accredited Real Living Wage status)
- At least 2.5% wage increase planned and forecasted each year.
- Provide flexible working opportunities for staff to support work life balance.
- Review our pay policy annually. (last review Feb 2024)
- Ensure that our staff are aware of our pay policy. (During induction)
- Review job descriptions in conjunction with role holders after the probation period and annually to ensure it reflects the role they are carrying out. (After probation period then annually)

Fulfilment

Fulfilment arises from positive and supportive workplace relationships that promote a sense of belonging and this overlaps strongly with respect as a dimension of fair work.

For us, this means ensuring that The Stove nurtures positive and supportive workplace relationships that are fulfilling to everyone.

We currently do this in the following ways:

- Team members are performing roles and have responsibilities aligned to their core skillsets.
- All team members have a degree of direct decision-making authority.
- Career development pathways are in place in roles for team members who choose to further their learning and development.
- Cross learning opportunities exist for Team members within Project delivery.
- Regular weekly Line management meeting structures.
- Quarterly Career Development Reviews (Support and Supervision).
- Quarterly "Dark Times" – Internal reflective sessions where all team members have a voice / input into the working practices of the organisation.
- A variety of opportunities for team to contribute to problem solving across the organisation (e.g. policies, governance, project design & delivery).
- Opportunities for the team to socialise out of work environment.
- Organisational working culture that promotes positive communication, emotional intelligence and encourages peer to peer networking.
- An Organisational working culture that encourages a self-led approach to work and autonomy in shaping workflows.
- Space in Weekly Team meeting we all attend to present positive feedback on Team and / or individual accomplishments: "the wins".
- Have a progression and skills development standing item to our Support and Supervision.
- Review our skills audit annually to identify gaps in organisational skills and experience.
- Expand the skills audit to uncover the hidden talents and passions of our colleagues.
- Assess the demographics and responsibilities of our staff members to ensure that our job roles fit in terms of work life balance.
- Introduce opportunities for colleagues to shadow each other in different parts of the organisation.

Respect

Respect at work enhances individual health, safety and wellbeing. Dignified treatment can protect workers from workplace-related illness and injury and create an environment free from bullying and harassment.

For us, this means ensuring that The Stove is a place where people are respected, whatever their role. We have policies addressing bullying, harassment, discrimination and victimisation in the workplace. Staff are entitled to be treated with respect and dignity at work and have a personal responsibility for ensuring that they treat others with the way they would expect to be treated themselves.

We currently do this in the following ways:

- Team members are engaged in work that is meaningful to them.
- Respect as a key organisational value.
- Transparency on organisational working structures & policies.
- Positive organisational culture that practices common courtesy and politeness.

- Positive organisational culture that supports “bring your whole self to work”.
- Line management structures and peer to peer networks that practise active and empathetic listening skills.
- A weekly workflow prioritisation system in line management structures that can identify capacity / workload issues and be adjusted.
- Space in Weekly Team meeting we all attend to present positive feedback on Team and / or individual accomplishments: “the wins”.
- Review our Wellbeing Policy in collaboration with colleagues. (JAN 23 - complete)
- Carry out timely reviews of our code of conduct for the organisation that considers appropriate language and behaviour.
- Celebrate successes, both large and small, in ways that suit the colleague being celebrated.
- Review individual wellness action plans for team members annually