

Fair Work First

Melville Housing is committed to the principles of Fair Work First, specifically:

1. We have appropriate channels to allow staff to be heard

- We engage with our staff in constructive dialogue to address workplace issues and disputes
- We have a staff working group made up of representatives from across the organisation at officer level and below. The group meets between 2 and 4 times a year in work time. Staff are encouraged to attend and provide feedback on behalf of themselves and their colleagues
- We carry out regular staff surveys, which can be completed anonymously
- Employees have regular workplan meetings with line managers and are encouraged to raise any workplace issues
- We have measures in place to support employees in the workplace and have zero tolerance of bullying and all other forms of harassment and abuse
- We recognise trade unions

2. We invest in workforce development

- We encourage staff to apply for promotion internally
- We provide learning opportunities for employees at all levels
- Formal and informal learning is offered and encouraged across the organisation
- We encourage staff to undertake training and qualifications where appropriate, and allow them to study in work time

3. We offer flexible and family friendly working practices for all workers

- Following consultation with staff after the Covid pandemic, we now operate a hybrid working model
- We have also now introduced a 4-day working week in response to the cost-of-living crisis, with all staff off every Friday (limiting the build-up of work)
- We judge staff on performance not on hours worked and encourage staff not to respond to work emails when on leave or outside office hours

4. We do not use zero hours contracts inappropriately and are committed to the Living Wage

- We do not directly employ any staff on zero hours contracts
- We encourage contractors and suppliers to use zero hours contracts in an appropriate manner
- We are an accredited Living Wage employer
- We oppose the use of unscrupulous working practices including fire and rehire

5. We take action to tackle the gender pay gap and create a more diverse and inclusive workplace

- Equality and diversity are at the heart of Melville's services and policies
- We are committed to ensuring we continue to understand and address any perceived barriers to employment
- We gather data to understand the diversity of our workforce

As chair of the Melville Staff Working and Action Group (SWAG), I approve this statement:

Signed



06.12.22