



Fair Work Policy

Civic Digits is committed to the Scottish Government's Fair Work First Policy as well as the Principles of Fair Work as articulated by the Fair Work Convention (2016): Effective Voice; Opportunity; Security; Fulfillment; and Respect. We strive to ensure the delivery of high-quality services and to achieving best value through the contract. We do this by:

- Securing continuous improvement in the performance and delivery of its function;
- Maintaining an appropriate balance between quality and whole life cost; and
- Actively contributing to sustainable development

Civic Digits take a positive approach to Fair Work practices in the following dimensions by:

Effective Voice

- **Recognising trade unions** - Civic Digits believe that staff at all levels should have a voice in the workplace. We promote teamwork, transparency and mutual respect in the workplace and recognise the importance of structures and collective bargaining to ensure positive working conditions for all.

Opportunity

- Running a **fair and transparent recruitment process**, in recognition that recruitment can be used as a tool of inclusion to address under-representation through targeted recruitment and/or positive action.
- **Avoiding unethical agency practices** - Civic Digits always carry out due diligence before appointing contractors employed via an umbrella agency.
- **Training and Development** - As a project-based company our opportunities for training are slight but the company commits to developing staff on a project basis by identifying developmental opportunities within remit.

Security

- Issuing **Fair Contracts** - Civic Digits are committed to paying all staff above the Living Wage and the Real Living Wage. We recognise that people's



individual circumstances impact their day-to-day availability and as such we are happy to discuss **flexible working**.

- **Closing the Gender pay gap** - everyone regardless of gender is paid industry standard rates and fees. Our recruitment policy seeks to be 50/50 across any producing year.

Fulfillment

- Promoting fulfilment at work and a feeling of belonging through engaging our people in **staff events**, as well as a **culture** where our staff can make appropriate decisions and make a difference to the work of Civic Digits.
- **Investing in training, learning and skills development** for our staff in current and future roles.

Respect

- **Encouraging a diverse workforce** - Civic Digits are committed to providing a working environment in which employees are able to realise their full potential and to contribute to our business success irrespective of their gender, gender reassignment, race, disability, sexual orientation, marital status, part-time status, age, religion, beliefs, politics or trade union membership. This is a key employment value we ask all our employees to support.
- Please also refer to our **Equality and Diversity Policy**.

Civic Digits will review this policy statement annually to reflect new legal and regulatory developments and promote good practice.