FAIR WORK STATEMENT

StAnza is committed to ensuring fair working practices across its activity and demonstrates its commitment to the Scottish Government's Fair Work First policy by confirmation of the following:

Appropriate channels for effective voice, such as trade union recognition
StAnza actively encourages and makes space for its staff and trustees to be involved with professional support agencies, including trade unions, and regularly consults guidance from a range of unions – including The Writer's Guild, Equity, ITC, Society of Authors and BECTU – in order to improve its working practices.

StAnza supports the development of a working environment where there is space for people to be heard, and where people can be who they are and can have choice and participate. Its small staff team is integrally involved in the development and evolution of all policies and procedures, with clearly articulated mechanisms provided for feedback – including anonymously – and humane approaches to managing concerns.

Regular full-team meetings are scheduled throughout the festival period, as well as individual 'check-ins' for team members with their line managers to ensure ongoing, open communication across the company.
In 2023-24, StAnza will also implement a 'Board Buddy' system for staff members in order to facilitate effective and direct dialogue with organisational leadership and further strengthen the mechanisms for effective voice for all team members within the organisation.

Investment in workforce development
Acknowledging the limitations within a small, project-funded organisation, StAnza is working on the development of a strategy that maximises existing resource as well as seeks out external opportunities for up-skilling and professional support for its staff. For 2023-24 this includes;

- Undertaking a skills audit for leadership (trustees, Artistic Director, Operations Manager) to identify areas for individual and organisational development;
- Identifying internal or external training to meet said development needs;
- Implementing monthly, voluntary skills-sharing sessions amongst staff members and trustees for peer-led development.

No inappropriate use of zero hours contracts
StAnza does not use zero hours contracts.

Action to tackle the gender pay gap and create a more diverse and inclusive workplace
StAnza is fully committed to an inclusive culture that welcomes & celebrates people for who they are.
Pay rates are budgeted in line with industry guidance and agreed prior to the appointment of any individual, in order to ensure that they cannot be influenced by any contractor's protected characteristics, including gender.

StAnza's approach to ensuring a fair, diverse and inclusive workplace is most clearly articulated through both its Equality, Diversity & Inclusion Policy and its Code of Conduct. These policies can be found on our website: https://stanzapoetry.org/policies/

Payment of the real Living Wage
As a project-funded organisation, StAnza currently engages its regular staff on a freelance basis. All freelance team members are paid the equivalent of Real Living Wage and rates are set using industry and union guidance.

Offer flexible and family friendly working practices for all workers from day one of employment
StAnza's regular staff are engaged on a flexible working basis as standard.
Staff agreements stipulate the number of days or hours to be worked across the period of the engagement and avoid specifically requiring fixed days/hours of work, except where strictly necessary e.g. for the delivery of the festival.
Staff are able to dictate their own working patterns in liaison with line managers/ trustees and other team members, and work entirely remotely with the occasional requirement to travel for meetings/events.

StAnza opposes the use of fire and rehire practices

Drafted by:	Suzie Kirk Dumitru, Operations Manager
Date drafted:	August 2023
Date approved:	September 2023
Next review date:	August 2024