Door in the Wall Arts Access CIC

Fair Work Policy

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1. Policy Statement

Door in the Wall Arts Access CIC is dedicated to providing fair and equitable employment opportunities and promoting a workplace culture characterised by fairness, respect, and dignity. We are committed to upholding the five dimensions of Fair Work, which include effective voice, security, opportunity, fulfilment and respect. This policy is freely available on our website, www.doorinthewall.co.uk.

2. Fair Work Dimensions

2.1 Effective Voice

We want staff and freelancers to have a voice in the organisation. We have easy ways to contact the directors, including an anonymous reporting form. As well as drop-ins, we run annual stakeholder consultations, including with volunteers, collective members, staff and freelancers, to ensure they have a say in our work and overall direction. Over the next three years we are exploring ways to make it even easier for ND people to meaningfully engage with and shape the direction of our work, and consider this a vital part of our mission.

We provide a space for artists to speak about their experiences, to connect with others, to have a voice within the sector, and make a difference to their community and practice.

We recognise employees' right to join a trade union and to participate in lawful trade union activities. We will ensure employees are aware of these rights and will not treat anyone less favourably because they choose to join, not join, or participate in a trade union.

2.2 Security

We are keenly aware of the precarity faced by disabled and ND artists. Disabled and ND people are already asked to do so much unpaid labour just to advocate for themselves and we are committed to ensuring we do not add to that. We take an explicitly anti-exploitation stance.

We do not use zero-hours contracts and are committed to fair conditions for our employees, including agreed hours, paying at least the Real Living Wage, sick pay and pensions. For artist roles, we use the Scottish Artists Union rates of pay.

We compensate all types of work, including planning and training time. Freelancers are particularly vulnerable to this type of exploitation, and we make a point of paying our freelancers' training fees and for their time completing it.

We pay all invoices promptly. Where freelancers work with us on longer projects, we pay in regular instalments so they are not left unpaid for extended periods.

As part of our commitment to bringing ND and disabled people into leadership and governance, we pay costs, including access costs, for board members and we are working towards paying board members. Our three-year plan for developing an accessible governance model involves board remuneration. We are working with other Disabled People's Organisations to highlight this issue with funders.

Access costs will never come out of an artist's or freelancer's fee. We include access budgets in all our funding applications and include freelancer access costs in this calculation.

Arranging access is labour. Unless an artist or freelancer specifically requests to organise their own access, we take on the labour of making sure our work is accessible for them.

We will support staff and freelancers to apply for Access to Work funding, not just to support work done for us, but to set them up for the future.

2.3 Opportunity

We believe everyone should have equal access to work and we are particularly keen to recruit disabled and ND people and others who have historically been marginalised in the arts. We recognise the additional barriers that ND and disabled women, ethnic minorities, People of Colour, LGBT people, parents and carers, working class people, and care-experienced people face within the ND/disabled communities themselves. We are committed to an open, fair and transparent recruitment process, and make the process itself as accessible as possible, in line with what we request of organisations in the Neuk Manifesto. We are committed to tackling the gender pay gap and creating a more diverse and inclusive workplace. We are always willing to make reasonable adjustments for interviews and for the jobs themselves, and remind applicants of this in our recruitment information.

We are committed to supporting employees to access family-friendly workplace rights and statutory leave entitlements, including maternity leave, paternity leave, parental leave, carers' leave, adoption leave, shared parental leave and neonatal care leave.

2.4 Fulfilment

We believe wholeheartedly in our work empowering disabled and ND artists. We want everyone working with us to feel that what they contribute is valid and acknowledged and that they can derive a sense of achievement and satisfaction from what they deliver using their skills and talents, through positive team morale and working environment. Wherever possible we are open to giving staff and volunteers space for autonomy to try out new ideas.

When creating new roles, we will ensure development pathways are built in, so that staff can develop skills, knowledge and responsibility within their roles.

2.5 Respect

It is crucial that workers feel safe and respected. We promote wellbeing and work-life balance and support flexible and accessible ways of working. Employees have the right to request flexible working from the first day of employment and we will give all requests fair and careful consideration. As an ND-led organisation we respect and accommodate different working styles and access needs and expect all staff and volunteers to do the same.

We have Health and Safety, Equal Opportunities and Anti-Racism policies and a Code of Conduct that all directors, freelancers, staff and volunteers are required to sign up to. Although we are small enough that a Grievance Policy is not legally required, we have created one anyway as we feel it is an important statement that we take respect seriously. We also have an anonymous reporting form if people have any concerns but do not want to make a formal complaint. This is linked to in our Freelancer Onboarding Pack.

We are committed to taking proactive steps to prevent discrimination, bullying and harassment, including sexual harassment. This includes maintaining clear reporting routes, responding appropriately to concerns, reviewing risks that may affect workers, and promoting a respectful and inclusive culture for all staff, freelancers and volunteers. We will not tolerate harassment by colleagues, contractors, service users, clients, suppliers or other third parties.

3. Responsibility

The Board of Directors of Door in the Wall Arts Access CIC is responsible for ensuring the implementation and maintenance of this policy.

All employees are expected to uphold the principles of Fair Work and report any violations or concerns promptly.

4. Reporting and Resolution

We have a formal grievance procedure for reporting and addressing workplace concerns related to fairness and respect. Employees are encouraged to use this procedure when necessary. Alternatively, there is an Anonymous Reporting Form, Whistleblowing Form, and Safeguarding Report Form which employees and freelancers can use as appropriate.

Links to help and support for employees and freelancers can be found in the Employee/Freelancer Onboarding Pack.

5. Continuous Review and Compliance

This Fair Work Policy will be reviewed regularly to ensure its effectiveness and compliance with relevant legislation, best practice, and feedback from volunteers, employees and freelancers.

6. Communication

This policy will be communicated to all employees to ensure its understanding and adherence. The policy will be linked to in the Employee/Freelancer Onboarding Pack.