

Fair Work Policy

1. INTRODUCTION

CAMPLE LINE is committed to the principles of Fair Work and to building a fair, supportive and inclusive environment for everyone who works with us whether they are employees, artists, freelancers, interns or volunteers.

The Fair Work Convention's framework defines fair work as 'work that offers all individuals security, opportunity, respect, fulfilment and effective voice,' and we are working to embed these in our workplace culture and in how we work with artists, creatives and other contractors and freelancers who contribute to our organisation or programme.

We strive to be a rewarding and dynamic place to work, where our team members and regular freelancers feel invested and able to help shape the organisation's agenda and programme.

As an organisation that is small scale and rurally based, we give significance to part-time and flexible working practices, common in rural contexts, and the collaboration and co-leadership they can entail in a workplace. As such, we apply a principle of inclusive leadership within our team that promotes and encourages effective voice across CAMPLE LINE.

This commitment to Fair Work stands alongside other related policies, procedures and internal structures that encourage everyone who works at CAMPLE LINE to be active in decision-making, have meaningful influence and enjoy fulfilling work.

2. RESPONSIBILITY

Our Director is responsible for ensuring this policy is implemented with support from our Board of Trustees.

3. 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.'

Our organisational culture foregrounds effective voice and meaningful influence as key principles. We recognise that there are different responsibilities and roles that relate to accountability. However, we want to ensure that agency and responsibility are shared across our team structure. This leads to a positive culture that encourages openness, transparency, dialogue and respect for other opinions.

Opportunities for team members to develop and utilise their skills, knowledge and experience enables everyone to play a fulfilling and active role at CAMPLE LINE.

We have created an environment that is conducive to positive communication, where all views are actively sought, listened to and make a difference. Channels of communication, both informal and formal, are well established between our Board and team, and our team members regularly attend our Board meetings and participate in reporting activity. Other forums for discussion and cross-working are:

Subgroups: these involve a combination of team members and Board members. There are several groups covering various areas, including Risk, Environmental Sustainability and Equalities, Diversity and Inclusion. These provide focussed space and dedicated time for personnel across the whole organisation who have an interest in a particular area for thinking, research, discussion and developing rationales - and to initiate actions

Fortnightly staff team meetings/debriefs: where every individual is heard, collective feedback and discussion take place, ideas and actions are developed

Programme Planning (twice year) and Programme Forum meetings (currently once a year): open to Board members, the whole team and to wider stakeholders. These meetings provide an opportunity of the whole team to respond to and help shape our public programme

Team/Board awaydays: Annual meeting with all team and Board members contributing into our three-year Strategic Plans and to key pieces of work, including scoping exercises and SWOT and PESTLE analyses.

Exit interviews: All outgoing team and Board members are offered an exit interview or can provide feedback by other methods.

4. OPPORTUNITY

'It is a reasonable aspiration to want work that is fair – and for fair work to be available to everyone.'

We support our team to develop in their areas of work and in their responsibilities in a number of ways:

Opportunities to set goals and to evaluate: Two Board members undertake annual reviews with our team members, to reflect on successes and challenges, support evaluation and reflection and to support development of goals and workplans for the year ahead, which can include shaping areas of work within the programme, and to identify any training or development needs or ambitions

Opportunities for mentoring and training: We support the uptake of mentoring and training to support the development of skills and to encourage greater leadership amongst our team. We aim to ensure one piece of individual training for each team member and one piece of group training per year.

Opportunities for research and networking: We support team members to undertake research trips or engage in opportunities to build their own peer networks

Opportunities for young people: Our Young Assistants programme and Internships constitute a key dimension of our work each year, through which we support skills and employability development amongst young people within our local communities, particularly as they reach school leaver age and in respect of their pathways to education, employment or training. This aligns with priority 16.6 in Dumfries and Galloway Council Plan 2023-2024 - 'Develop partnerships that increase the number and range of opportunities for young people to develop a variety of skills and vocational based learning.'

Opportunities for remote or flexible working: We do our best to support team members through flexible working practices, which take account of family, work or caring commitments that they have and of our rural location. We also recognise these can be concentrated at particular times of the year and aim to meet flexible working needs as fairly as we can across our team.

5. RESPECT & FULFILMENT

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

Everyone associated with CAMPLE LINE is entitled to be treated with respect and dignity. We strive for a workplace culture where individuals are respected and wellbeing is actively supported. Our organisational values commit us to an ethos based in empathy, respect, consideration, reciprocity and inclusion.

These values frame our recruitment processes, which are open and inclusive, as outlined in our Recruitment, Equal Opportunities and EDI&B Policies. We invite anyone engaging in work with us to share any access needs and to highlight any barriers that they may experience, which they feel it is important or useful to share with us.

CAMPLE LINE is committed to creating a healthy and safe environment for everyone who contributes to our programme and organisational work. We have robust risk assessment processes that prioritise the safety and comfort of team members, freelancers, artists, visitors, audience members and participants.

We have robust processes that ensure incidences of workplace bullying, abuse or harassment are robustly dealt with. Issues, disputes or grievances have clear routes for resolution at both individual and collective levels, and they will be dealt with fairly and in a timely manner.

We are committed to supporting flexible and family (and dog) friendly working practices for Board and team members, and we prioritise a healthy work / life balance.

6. SECURITY

'Security of income can contribute to greater individual and family stability and promote more effective financial planning.'

CAMPLE LINE is an accredited UK Living Wage Employer and we pay at least the Real Living Wage to all team members. We are guided by Scottish Art Union recommended rates of pay for creative practitioners. We benchmark freelance day rates again industry standards. For wages

that are in excess of the Real Living Wage, we are committed to an annual wage increase - offering a 5% increase in 2026.

We provide employees with secure Contracts of Employment that outline entitlements such Sick Pay and Parental Leave (at statutory levels) and Employer Pension Contributions. We use letters of agreement to outline details such as key delivery dates, fees and expenses rates, invoicing procedures.