



EMPLOYEES FAIR WORK POLICY

	Name	Signature	Date
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1 INTRODUCTION

The purpose of this document is to demonstrate that Reay Golf Club meets the requirements of Scottish Government's Fair Work First Policy.

Section 2 of the document is taken from the "Fair Work First – Summary Guidance for Applicants" v2, August 2023, and so is fully compliant with the requirements of that Scottish Government policy and guidance.

This Golf Club Policy document must be reviewed on a quinquennial basis, but as this is a live document, any incoming Captain and his Council should review it.

The Policy Document, and all subsequent revisions, the original author should always be recognised as such and any alterations highlighted as alterations to the original. It will be the responsibility of the person altering the document to justify their changes to the same in an appendix with their documentation justifying the change. Such changes must be put to the membership for approval.

2 FAIR WORK FIRST STATEMENT AND DECLARATION

Statement:

Reay Golf Club is committed to advancing the Scottish Government **Fair Work First Policy** and the criteria as set out within the Fair Work First guidance document. We confirm that we pay our staff the Real Living Wage and/or will do so if we employ people in the future. We make every effort to ensure that our suppliers/contractors offered the same Real Living Wage rate when procuring goods or services. We also confirm that we offer our staff and/or volunteers an Effective Workers Voice channel within the workplace.

We employ one member of staff and/or have approximately fifteen unpaid volunteers.

Specifically:

- (1) **Reay Golf Club confirm** that we have appropriate channels for effective voice from our one employee and from our unpaid Volunteers. These channels include regular formal meetings of Reay Golf Club Council of Management and Council Subcommittees. Our employee is a member of the Council of Management and of the Greenkeeping Subcommittee.

As far as Line Management is concerned, our Greenkeeper's effective Line Manager is the Chair of the Greenkeeping Subcommittee.

Suggestions for improvements to all aspects of working both on the golf course and in the clubhouse are welcome from all our members, and all suggestions are considered at Council and Subcommittee meetings.

The Club do not have any specific Staff Forums, but our employee has the opportunity to complete the annual British and International Golf Greenkeeping Association (BIGGA) staff survey. BIGGA represent the Industry Body for Greenkeeping employees, and provide a forum for learning by both Greenkeeping employees and the employing Golf Clubs.

- (1a) **Reay Golf Club confirm** that we provide effective one to one line management for any employee or volunteer ensuring regular open and two-way dialogue; that this exists separately to performance management processes; and that worker/manager working relationships are effective.
- (1b) **Reay Golf Club confirm** that our employee was made aware of their right to join a union of their choice.
- (2) Reay Golf Club actively invest in workforce and/or volunteer development. In the past 12 months, we have invested in several training modules for our employee, including a major training opportunity at The Open competition at Royal Liverpool in July 2023, and a training module at Royal Dornoch in November 2023.

Reay Golf Club pay the annual BIGGA membership for our Greenkeeper and for one of our Volunteers, who helps our Greenkeeper several days per week.

- (3) Reay Golf Club are committed to no inappropriate use of zero hours contracts. We do not use “zero hour” contracts and have no intent of doing so in the future. Our only contract of employment guarantees a fixed number of hours per week for our employee, and this is on a full-time employment basis. The contract also allows for paid holidays and a pension scheme.

We do not “fire and rehire” and never will.

- (4) We take action to tackle the gender pay gap and create a more diverse and inclusive workplace. There is no “gender pay gap” at Reay as we employ based on individual’s ability and suitability for the job rather than for anything else.
- (5) We are fully committed to paying the Real Living Wage to both our employees and request that our contractors also do the same.

This statement has been agreed by both the employer and a suitable workforce representative for our employees and/or volunteers:

Signature (for the employer):	
Print name:	Andrew Bain
Position within organisation:	Captain
Date:	01 November 2023
Signature (as workforce representative):	
Print name:	Jason Norwood
Position within organisation:	Greenkeeper
Date:	01 November 2023