

Fair Work First Statement

The logo for the John Muir Trust, featuring the words "JOHN", "MUIR", and "TRUST" stacked vertically in a white, serif font against a dark olive green square background.

The John Muir Trust (The Trust) is committed to ensuring that we have in place fair working practices and to advancing the Scottish Government's Fair Work First criteria, in conjunction with our team members. Specifically:

Appropriate channels for effective voice

The Trust 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.

Our line managers meet with their teams on a 1:1 basis regularly to talk and discuss any matters or concerns within the workplace. At these meetings team members are encouraged to ask questions, raise concerns, or seek support. We also have a formal Performance Review and Development Plan (PRDP) process that reviews performance, sets expectations for the forthcoming year, and identifies individual training and development needs. At our quarterly all-staff meetings, staff are updated on the activities of the Trust, and are encouraged to ask questions of the Leadership Team. In addition, we seek opinions from our team through an annual engagement survey to enhance the team members' experience.

We have an intranet where any team member of the Trust can raise questions, provide answers, make suggestions, and seek and share support with one another. We have procedures and support mechanisms in place to support team members in the workplace concerning mental health and wellbeing, in partnership with BUPA. We have zero tolerance for bullying and other forms of abuse and harassment.

Investment in workforce development

We support learning and development across the organisation at individual, team and organisational levels using a range of learning opportunities. We expect line managers and team members to proactively engage in career performance review and development planning conversations regularly and through our formal process.

No inappropriate use of zero hours contracts

We have a limited number of non-exploitative and non-exclusive zero-hour contracts in use for legitimate and appropriate reasons, e.g. seasonal work and managing peaks in work.

Action to tackle the gender pay gap and create a more diverse and inclusive workplace

Working across the United Kingdom, we come from a wide range of backgrounds and are united in our shared passion for being a leading voice for the UK's 'Wild places for all.' The Trust is an equal opportunities employer and actively supports Human Rights, and all statutory requirements. Our ethos is to respect and value people's differences, to help everyone achieve more at work as well as

in their personal lives, so that they feel proud of the part they play in our success. We have an Internal EDI team who champion EDI within the Trust.

Our Grievance Procedures ensure sympathetic handling, and hopefully satisfactory resolution, for all aspects of team member concerns or dissatisfaction.

We believe that all decisions about people at work should be based on the individual's abilities, skills, performance and behaviour and our business requirements. Our Policy must be strictly adhered to by all our team. Discrimination, abuse, or harassment will result in disciplinary action being taken including dismissal for serious cases.

Payment of the Real Living Wage

All team members receive a salary that is at least the Real Living Wage rate or higher. We pay close attention to our pay split by gender and ensure our pay scales and practises are objective and solely related to role competencies, skills, and responsibilities. We are open, welcoming and are committed to being a diverse, equal, and inclusive organisation. The Trust supports its workforce to work flexibly at the time and in the location that best meets the needs of the organisation, the job, the team member, and the team. We embrace flexibility where possible with a non-mandatory approach to flexible working which includes remote working, home based working, hybrid working and the choice to work from several offices to suit. Our flexible and family friendly working practice policies are available to team members in line with statutory requirements. In practice all requests are considered on the merits of the request and business needs.

We do not employ the use of fire and rehire practices.