

**Glasgow Film is committed to the [Scottish Government's Fair Work First policy](#) and advancing the Fair Work First criteria. The below summary details our commitments.**

**1. We pay the real Living Wage**

- Glasgow Film is an accredited real Living wage employer.

**2. We have appropriate channels for individual and collective voice**

- Glasgow Film is proud to be the first cinema in Scotland to sign a voluntary recognition agreement with Unite Hospitality. The recognition agreement covers staff working in GFT's front of house and cleaning teams and formalises collective bargaining and negotiation on their pay, hours of work, holidays and changes to relevant workplace policies.
- Glasgow Film also offers a variety of other channels to all staff including quarterly All-Staff and Volunteer Sessions, quarterly FOH Forum, a Staff and Volunteer Diversity Committee, annual Staff Survey, annual Volunteer Survey, quarterly All Staff Forum, quarterly/bi-annual formal staff and manager One-to-Ones, an online Anonymous Feedback Form (FOH only).

**3. We invest in workforce development**

- We issue annual staff surveys to all staff and to all volunteers. All findings are shared back to staff and then inform policy development and priorities.
- Line Managers hold quarterly or bi-annual individual one to ones (depending on role) to understand wellbeing and any training/development needs.
- All staff have access to relevant internal training or budget for external training. Managers and staff are encouraged to identify the development needs of their team members.
- We offer annual internally delivered Disability Awareness and Equity and Anti-Racism training to all staff and all volunteers.
- Our Code of Conduct and Safer Spaces policy sets out how we ensure an inclusive and welcoming culture at Glasgow Film and expected behaviours of staff.

**4. We do not use zero hours contracts**

- We have no zero-hour contracts, providing guaranteed hours and advance rotas.
- When we do use seasonal contracts for example at Christmas and the Film Festival period contracts always have guaranteed set hours over the contracted period.

**5. We take action to tackle the gender pay gap and create a more diverse and inclusive workplace**

- All staff regardless of gender are paid in line with our salary structure e.g. Senior Manager, Manager, Coordinator or Officer.
- We have revised our recruitment process to be more inclusive and encourage a more diverse group of applicants:
  - Providing questions in advance of interviews for most roles
  - Encouraging applications even if people do not match all requirements
  - Asking for all applicants to fill in an anonymous Equal Opportunities Monitoring form to help us understand our communities better, ensure we are reaching a diverse pool of candidates and have a diverse staff team

- We have a Staff and Volunteer Diversity Committee.
  - We deliver regular updates on the progress of our Equity and Anti-Racism strategy to all staff and volunteers.
  - We regularly invite in external experts and speakers to our quarterly staff sessions continue our learning around equity and anti-racism.
  - We have a Code of Conduct and Safer Spaces policy that sets out our expectations of staff and volunteers' contribution towards an inclusive and welcoming work culture.
- 6. We offer flexible and family friendly working practices for all workers from day one of employment**
- All staff are eligible to submit flexible working requests whilst recognising there is no one-size-fits-all approach and flexible working practices need to work for the individual, the team and the employer. Flexible working requests can be made to Line Managers and are decided on a case-by-case basis by the Executive and HR Manager.
  - We have a work from home policy for office-based staff.
  - Our handbook details all our family friendly policies (maternity/paternity/adoption leave etc) and we actively encourage all staff to utilise the statutory support available e.g time off for dependants and parental leave
- 7. We oppose the use of fire and rehire practices.**
- We only consider redundancies where there is legitimate business need, and we would follow all relevant guidance/best practice whilst striving to achieve change through agreement and consultation.

**Glasgow Film also has a Fair Work and workforce development action plan which sets out other key areas for future development. The action plan follows the Fair Work Criteria: Opportunity, Security, Fulfilment, Respect and Effective Voice**