

## Overview

The Green Action Trust is fully committed to advancing the Fair Work First criteria. As an employer, the Trust cares about the wellbeing of staff and is committed to promoting a strong work-life balance. Specifically:

### 1. We have an appropriate channel for effective employee voice

- The Green Action Trust provides a platform for employees to raise issues and concerns through the constituted Staff Association
- The Staff Association is made up of 3 employees, with each employee acting as representative for a period of 2 years
- The Trust carries out regular staff surveys and communicates the results and proposed actions accordingly
- Regular staff meetings are held both individually and with the wider team with an 'open door' policy from the Directors

### 2. We invest in workplace development

- Employees are encouraged to set learning and development objectives as part of their performance review plans and are able to submit requests for training at any time for consideration
- The Trust funds a range of professional and other training courses for employees where appropriate
- The Trust pays one professional membership fee for staff members per year, encouraging CPD
- The Trust considers applications for trainee roles to help staff progress in their career by 'learning on the job'

### 3. We do not use zero-hour contracts inappropriately

- We will only consider use of zero-hour contracts where it is requested and is at the benefit the employee (e.g., ad hoc hours for students)

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

- We provide a pay range per role which is not affected by gender
- We are developing a clear and progressive pay scale for transparency and personal advancement through pay bands
- We regularly review our Equality and Diversity Policies and Procedures
- We have conducted an equal pay audit within the last year which confirms there are no significant gaps to be addressed

**5. We commit to paying the Real Living Wage**

- We are an accredited Living Wage Employer

**6. We offer flexible and family friendly working practices for all workers from day one of employment**

- The Trust operates a 'flexible first' way of working
- The Trust has adoption, shared parental leave, special leave and flexible working (including hybrid working) policies and procedures in place

**7. We oppose the use of fire and rehire practice**

- We are committed to working with our employees and Staff Association representatives to ensure there is effective consultation and negotiation relating to change
- We have established channels for employee feedback and grievances, facilitating open communication and trust between management and staff

Signed on behalf of the Green Action Trust Board of Charity Trustees:

A handwritten signature in black ink, appearing to be 'R Robertson', written over a light grey rectangular background.

R Robertson  
Head of Corporate Services