



Approved	March 2024	Next review due:	March 2025
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Luminate is committed to the [Scottish Government's Fair Work First policy](#). We will treat all those who work for, and with us, fairly and with respect.

Our commitment is reflected through the five Fair Work Dimensions.

Effective Voice

Luminate provides effective ways for employees to engage through regular team and one-to-one meetings. Policies and operational changes are discussed with staff before they are implemented to allow for debate and discussion. Strategic developments are informed by joint planning sessions bringing trustees and staff together.

We carry out independent evaluations of our projects which include opportunities for freelancers to feedback on their experience. Freelancers are paid for this time.

Opportunity

Luminate advertises employment opportunities internally and externally as appropriate, and we run fair recruitment processes, treating all applications equally. We aim to have a diverse board of Trustees and openly advertise board vacancies.

Annual development reviews for staff enable Luminate to support individuals to achieve their identified professional goals.

We operate a Flexible and Hybrid working policy to ensure no-one is excluded from career opportunities. We have signed the [Age Friendly Employers' Pledge](#).

We run open calls as appropriate for freelancers to work with us, or to participate in our support and training programmes.

Security

All employees and freelancers are given written agreements, clearly stating terms of the work and expected hours. We do not operate zero-hour contracts.

Luminate pays all employees at least the Real Living Wage and we are accrediting as a [Real Living Wage employer](#).

We use Scottish Artist Union rates of pay as a benchmark when engaging freelancers and strive to pay all freelance invoices within 10 working days of receipt. Our artist bursaries are designed to support freelance artists to develop their skills within our programme.

Fulfilment

Employees' annual development reviews offer a structured opportunity to discuss their goals and overall satisfaction; staff can request workplace adjustments at any time to respond to changes in their needs.

We have a professional development budget to support employees' skills through training and attending events.

We offer training and support programmes for freelancers who are appropriately reimbursed for their time and expenses when they take part, and we regularly consult artists on the content of these programmes through project evaluations and surveys.

Respect

Luminate has a Code of Conduct outlining expected behaviour to ensure everyone is treated with respect and dignity. We also have policies addressing bullying, harassment, discrimination and victimisation in the workplace.

To ensure that we are recognising and responding to the needs of employees we have policies covering absence, sickness, menopause, drug and alcohol abuse, and provision for carers.

We have a Health and Safety policy and carry out regular risk assessments to ensure we provide a safe environment for all our activities. The freelancers who work for us are included in our Code of Conduct and Health and Safety management.