



WPS

Water & Pipeline Services Ltd

Fair Working Practices Policy

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INTRODUCTION

Water & Pipeline Services Ltd. commits to ensuring that Fair Working Practices are at the heart of its workplace practices to ensure the wellbeing and prosperity of its employees and stakeholders.

This document will be available to all employees and stakeholders. Our aim is to help improve the understanding of fair work throughout the Company. It is also our aim to improve the understanding of fair work throughout our sub-contractors, customers, suppliers, bankers, accountants, solicitors, regulatory bodies, trade groups, industry partners and our local community.

DEFINING FAIR WORK

Fair work is defined as work that offers effective voice, opportunity, security, fulfilment, and respect, that balances the rights and responsibilities of employers and workers and that can generate benefits for individuals, the Company, and our community.

This document has been produced by Water & Pipeline Services Ltd with the acknowledgement of the Scottish Governments Fair Work Framework and the Fair Work Convention, www.fairworkconvention.scot.

UNDERSTANDING FAIR WORK AND ITS POTENTIAL

At Water & Pipeline Services we agree that work should be fair, and that fair work should be available to everyone no matter who they are and we use the Scottish Governments Framework to define fairness as respect, opportunity, fulfilment, security, and effective voice.

The following dimensions cover the scope of our employees to 'have a say' and to influence and change practices:

- How people can access and progress in work
- The employment conditions they experience
- The work that people do
- How people are treated at work

THE FAIR WORK DIMENSIONS

EFFECTIVE VOICE

Water & Pipeline Services is committed to upholding an effective voice, which is much more than just having a channel of communication available within workplaces. Effective voice provides a safe environment where dialogue and challenge are dealt with constructively and where employees views are sought out, listened to, and can make a difference.

We understand that the ability to speak and to be listened to is closely linked to the development of respectful and reciprocal workplace relationships, and that voice is a legitimate aspiration of employees who have an interest in everything that the Company does.

Water & Pipeline Services supportive practices for effective voice include participation practices; communication and consultation arrangements and any processes that give scope to employees to air their views, be listened to and influence outcomes.

Water & Pipeline Services adopt behaviours, practices and a culture that support effective voice and embed this at all levels of the Company through openness, transparency, dialogue, and tolerance of different viewpoints.

We encourage effective voice through formal and informal dialogue and feedback, both individually and collectively.

OPPORTUNITY

Water & Pipeline Services is committed to upholding Opportunity, which allows our employees to access and progress in work, and to this end we mean meeting the legal obligations by ensuring equal access to work and equal opportunities in work.

We aim to protect all our employees in those groups subject to specific legal protections on the grounds of sex, sexual orientation, race and ethnicity, age, and disability.

In addition, we actively ensure the correct attitudes, behaviours, policies and practices within the Company are implemented. We understand every member of our staff makes us a strong team and that this is the foundation to enable high-performance.

We support opportunity in a variety of different ways:

- Through robust recruitment and selection procedures
- Training and development to support access to work for all
- Promotion and progression practices that are open and equally attainable by all, irrespective of personal and demographic characteristics

The Water & Pipeline Services management team review the workforce profile to identify if there are any barriers to opportunity that arise and address these.

We have adopted a life stage approach that helps our employees at all ages maximise their contribution, and we engage with our diverse and local community.

We use mentoring to support new employees and with anyone that requires distinctive needs. We ensure equality profiling in the provision of training and development activities and in career progression.

SECURITY

Water & Pipeline Services is committed to upholding security of employment and accept that work and income are important foundations of a successful life.

Predictability of working time is often a component of secure working arrangements, and while Water & Pipeline Services realise that the security and stability of employment, income and work remain an important aspect of fair work.

As a business we offer competitive conditions including paying at least the Living Wage and providing flexibility for hours of work that can align with family life and caring commitments. As well as employment security we offer fair opportunities for pay progression and pension arrangements.

Water & Pipeline Services ensure and support widespread awareness and understanding of employment rights, flexible working, and do not use zero hours contracts. The Company has pay transparency across the trades.

FULFILMENT

Water & Pipeline Services is committed to upholding fulfilment and understand that for many people, work is a fulfilling part of their life. Employees benefit from engaging in fulfilling work in terms of using and developing their skills; having some control over their work and scope to make a difference.

In addition is the opportunity for taking part in appropriately challenging work and taking up opportunities for personal growth and career advancement. We understand that employees who are fulfilled in their jobs are more likely to be engaged, committed and healthy.

We know that fulfilling work contributes to confidence and self-belief, gets the best out of our people and this in turn helps us to produce the high-quality service that drives our successful business.

We understand that fulfilment at work will mean different things to different people, but all types of work at all levels can be more fulfilling where the tasks, work environment and employment conditions are aligned to the skills, talents and aspirations of the people who carry it out.

At Water & Pipeline Services we support this dimension of fair work in a variety of ways such as autonomy, opportunities to problem solve and to make a difference, and our investment in learning and personal development and career advancement.

We ensure that the expectations of performance are realistic and achievable without negative impact on wellbeing, and we hold clear and transparent criteria and opportunities for career progression, as well as opportunities for personal development.

RESPECT

Water & Pipeline Services is committed ensuring all employees are respected and treated respectfully, whatever their role, status and personal worth. Respect at work is a two-way process between the Company and employees and is valued for recognising the reciprocity of the employment relationship.

Respect involves ensuring the health, safety and wellbeing of others, and mutual respect is an important aspect of everyday social exchange and is a crucial element of relationships in the workplace where a significant proportion of life is spent.

Crucially, mutual respect involves recognising the views, autonomy, status, and contribution of others. Respect as a dimension goes further than issues relating to bullying and harassment to include dignified treatment, social support, and the development of trusting relationships. It means being open, mutually accountable, transparent, and responsive to the concerns of others.

At Water & Pipeline Services we support this in a wide variety of ways: through established procedural health, safety and wellbeing policies and practices, through organisational policies and practices, communication, training, and conflict resolution. We know that a sense of fulfilment at work impacts positively on individual health and happiness.

That in turn contributes to Company's organisational health, and in doing so, benefits the economy and our local community. As a business we have clear expectations of behaviour, conduct and treatment and encourage the involvement of everyone to improve respectful behaviours.

We respect and understand personal and family lives require access to practices that allow the balancing of work and family life.

SCOTTISH BUSINESS PLEDGE

Water & Pipeline Services Ltd is committed to upholding their commitment to the Scottish Business Pledge which promotes fairness, equality, opportunity, and innovation in Scotland, which in turn creates greater economic success and sustainable, inclusive growth.

PLEDGE ELEMENTS

Water & Pipeline Services ensure that the Company meets the three core pledge elements which are Paying the real Living Wage, No Inappropriate Use of Zero Hours Contracts, and Action to address the gender pay gap.

PAYING THE REAL LIVING WAGE

At Water & Pipeline Services we understand that the business success is based on fairness and that In-work poverty remains a real problem for many, which is why the provision of well paid, fair work is crucial in tackling inequality and lack of opportunity.

We know that access to fulfilling, secure and well-paid jobs increase motivation, commitment and productivity.

We ensure that all our employees are able to earn a wage that allows them a reasonable standard of living that is key to helping them provide for their families, build self-worth and create a better sense of purpose.

NO INAPPROPRIATE USE OF ZERO HOURS CONTRACTS

At Water & Pipeline Services we have no zero hours contracts in the Company. At Water & Pipeline Services we understand that stability and security of employment are important in allowing individuals not only to better plan their daily lives, but also to make future plans.

We know that under international human rights law, everybody is entitled to decent and safe conditions at work, with fair wages that provide a decent income for themselves and their families, and reasonable periods of rest.

When employees have guarantees of regular work, they have a regular income stream so commit more clearly to their financial commitments, reducing worry and improving productivity.

Water & Pipeline Services Ltd is committed to using appropriate and fair contracts for all employees and sub-contractors.

ACTION TO ADDRESS THE GENDER PAY GAP

The Gender Pay Gap is a measure of the difference between male and female employee's average hourly earnings, and it is expressed as a percentage of male earnings.

This is different to the statutory duty to pay equal pay for equal work under the Equal Pay Act, as it compares pay among a whole workforce, regardless of the type or level of work they do. At Water & Pipeline Services we take positive action to reduce the gap in overall pay between men and women, as well as improving gender equality in the workplace.

We will recognise our Business Pledge by having in place progressive policies and practices to address the gender pay gap in our business. We have committed to understanding any identified gap and have a plan of action to address any issues. The Company has a flexible working policy and ensures that everyone has equal access to training and development opportunities.

We review our recruitment and promotion processes and offer to make changes to support employees through pregnancy and maternity.

ENVIRONMENTAL IMPACT

At Water & Pipeline Services, we believe in putting sustainability at the heart of our business and we take positive action to reduce the impact that our business has on the environment.

Climate change is one of the greatest challenges faced by us all, and everyone has a part to play in reducing our impact, and this means managing our business in a sustainable way that reduces greenhouse gas emissions and improves resource efficiency.

Water & Pipeline Services will continually seek environmental improvements and efficiencies. Our Environmental Policy sets out all arrangements which will help us set performance targets for reducing our energy consumption across the Company with an aspiration to become a carbon neutral Company as soon as practicable.

SKILLED AND DIVERSE WORKFORCE

At Water & Pipeline Services we believe that by investing in skills and training with more employees from a range of age, ethnic and other diverse backgrounds we are more innovative and productive as a Company.

We understand that by investing in the skills of our workforce and employing a diverse workforce has clear benefits for our business and we are better able to understand the needs of our increasingly diverse customer base.

As a business we understand the diversity and demographics of our workforce, including age, disability status, ethnicity, gender and sexual orientation. We have individual training and development plans for our workforce supported by regular discussions about their and the Company's training needs.

We ensure we are aware of service such as Access to Work, which can help adjust and enable any disabled employees to perform to their best. We ensure that our recruitment and promotion processes are fit for purpose, enabling us to recruit and promote the best people for the job, irrespective of who they are.

WORKFORCE ENGAGEMENT

At Water & Pipeline Services we understand that by engaging our workforce we create new business energy and improve performance and that is why we are continually engaging our employees in decision-making, so we are accessing real experience to improve processes, leading to increased efficiency, productivity and ultimately, profitability.

We know that as a business we need to continually improve and the drive of innovation, competitiveness and productivity is regularly monitored.

As a business we have a progressive approach to using the skills in our workplace in the most effective ways and we encourage and empower employees to be involved in decision-making and innovative in their approach to work.

We have practices which support the health & well-being of our employees and this includes flexible working and ensuring that we have a family-friendly workplace.

INNOVATION

At Water & Pipeline Services we believe that innovation is key to business competitiveness and we need to innovate in order to keep pace with faster-moving competition. Our innovation approach is a persistent, sustained and long-term process through understanding our customer needs and developing solutions for them that are safe and cost-effective.

Water & Pipeline Services invest in the benefits of new technologies and equipment and are using the collective intelligence of our staff to design and implement new ways of working. We are continually changing the way we market and commercialise our services and we have our employee suggestion boxes and observation cards for suggested operational improvements.

We are always exploring new services, processes, designs, business models, products, technologies and changing how we use our resources to stay ahead as an innovator.

COMMUNITY

Water & Pipeline Services Ltd has built its business with the support of the local community and are a passionate supporter of our local community's resources by employing locally and purchasing locally.

We have built a reputation as a responsible, supportive business which attracts and retains local talent. Water & Pipeline Services are a supporter of local community projects and each project that we have been involved in has presented new opportunities for community engagement.

We understand that playing our part in the community brings benefits and Water & Pipeline Services are a supporter of local community from work placement days, work experience, to potential apprenticeship support opportunities.

Water & Pipeline Services are a supporter of local individuals and community & charity groups with an underlying ethos to act in a supportive and responsible way.

PROMPT PAYMENT

At Water & Pipeline Services we understand that paying our bills promptly has a positive impact on our suppliers, especially small businesses, and that by ensuring prompt payment we are encouraging a positive supply chain locally.

We believe in putting local businesses at the heart of our business supply chain to benefit our local community. We know that by sourcing goods and services locally to support growth within the community benefit not only the local economy but enhances the Company's reputation.

We look to always foster good relationships with our local suppliers by informing them of our payment procedures and who is responsible for ensuring that payments are made.

MONITORING & REVIEW

The Managing Director has specific responsibility to ensure the policy and practices comply with all legal and ethical obligations.

The Managing Director will monitor and review its effectiveness annually to ensure its suitability and effectiveness. Any improvements required will be made as soon as possible.

Signed:



Name	John Graham
Position	Managing Director
Date	23/09/22

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