

SCAN Fair Work Policy

About SCAN

OUR VISION

Our vision is of a Scotland where everyone has the right, and the opportunity, to experience the benefits of contemporary art.

OUR PURPOSE

We connect, champion, and cultivate contemporary art. We create the capacity for change.

OUR AMBITION

By 2033, artists, art workers and art organisations are supported in their aims, valued for their contribution, and resourced for change.

OUR VALUES

- **We are collaborative** and work in partnership with members and others.
- **We are future-facing** and invest in ambition and change.
- **We are agile** and respond to current needs and emerging challenges.

OUR CROSS CUTTING THEMES

Partnership, Advocacy and Leadership, Equity and Fair Work, Policy

Introduction to policy

We are committed to ensuring that employees, artists and freelancers that work for SCAN are treated and paid fairly.

Fair Work is built into SCAN's programme in a range of ways, through operational procedures, advice and training for good practice in Fair Work and wider policy and sector

1

advocacy. We commit to the five dimensions of Fair Work: Respect, Opportunity, Security, Voice and Fulfilment.

SCAN has been an accredited Living Wage Employer since 2018 and is fully committed to the [Fair Work Framework](#).

How we are financed

SCAN is a not-for-profit charitable organisation with a small team who work alongside a range of collaborators and freelancers.

SCAN is currently a Creative Scotland regularly funded organisation.

All membership fees received go towards our unrestricted fees to advocate on members behalf.

SCAN can receive public funds for the delivery of sector-facing projects, managed and monitored through a public funding agreement.

Principles

We are committed to treating the employees, artists and freelancers that work for SCAN freelancers we work with professionally and respectfully in our working practices by respecting the five principles of Fair Work

Effective Voice:

Our working processes

- We work openly and collaboratively.
- SCAN holds a weekly team meetings for all staff, each team member sets the agenda for their own reporting.
- SCAN uses Microsoft office suite, digital calendars, Microsoft Planner, and WhatsApp for open and transparent communications.

Complaints and Concerns

- The SCAN team are encouraged to join a union and SCAN has a staff forum, to discuss good practice, SCAN policy, staff welfare, organisational progress, annual pay increases and any concerns. It reports anonymously and action points require written responses.
- SCAN has a published complaints procedure for public, partners and contractors.

Development

- SCAN team and board meet for away days and focused activities, where the team are encouraged to share views and expertise and input on plans.
- We undertake organisational development activities throughout the year.

Respect:

- SCAN has Dignity at Work, Complaints and Grievance policies.
- We operate flexible/hybrid working for those with caring commitments, make reasonable adjustments for disabilities and focus on developing respect and wellbeing in our everyday work.

Opportunity:

- SCAN operates open recruitment for staff and board, “show the salary” and has equalities focused recruitment procedures using [CC Skills Fairer Recruitment Guide](#).
- We ensure diverse panels for all awards, and fund sector opportunities aimed at overcoming barriers.
- We provide paid and targeted opportunities like paid internships and do not use voluntary or unpaid labour.
- We strive for a representative board

Security:

- We have a Fair Work policy and a Complaints policy published on our website. We draw attention to this in any freelance contracts.
- We have no use of zero hours contracts, no hidden hours, or voluntary work.
- The SCAN team receive generous annual leave and use TOIL.

- SCAN's core team are PAYE contracted, with access to sick pay, pension arrangements and annual inflationary pay increases.
- The majority of our team are on permanent contracts, where funding is time-limited we use fixed term contracts with employment rights.

Fulfilment:

- Our small team have all have a training budget and the opportunity to identify support needs. Staff roles have considerable autonomy, the opportunity to problem solve and to contribute to change.
- SCAN staff hold paid or voluntary roles in the culture or third sector outside SCAN, and we support development for those roles.
- We try to maximise the developmental benefits of freelance opportunities for contractors.

Working with Artists and Freelancers:

- We are committed to giving the freelancers we contract due profile in our business materials and company communications.
- We are committed to advocating for good practice around fair work and fair payment for freelancers and artists as part of our vision to make positive strategic change in the culture sector.
- We are committed to diversity across the sector and welcome the different perspectives freelancers bring to our projects and patterns of working.

Fees and payments

We aim for the fees we pay freelancers to be fair and relevant to the different types of activity we contract. For example:

- We pay above the Real Living Wage for general administrative work offered to freelancers to reflect both their time, including prep time and overheads.
- We reference [Scottish Artists' Union Standard Rates of Pay](#) when contracting freelance professional expertise (or to a mutually-agreed project fee (depending on the nature of the work)).
- Creative commissions are negotiated on a case-by-case basis, with reference to Industry Standards.

- We negotiate and agree daily rates with each freelance consultant on a project-by-project basis, and review fees with regular freelancers on an annual basis.

Transparency

We are open with artists and freelancers around the detail of projects we are inviting them to be part of (including how they are funded) and we invite their input to proposals and bids to ensure their time and fees are appropriately estimated.

Contracting

We negotiate terms and payment schedules individually, and provide all freelancers with a Letter of Agreement detailing agreed responsibilities, activities, outputs, delivery timeframes and fees. We pay promptly when invoiced.

How we review our Fair Work policy

This payment policy is reviewed annually and in line with our Equality, Diversity and Inclusion Plan.

This policy reviewed January 23 2024
Next review scheduled April 1 2025