

Hawkins\Brown is committed to adopting the Scottish government Fair Work First policy. We already have internal policies and practices in place adhering to the 7 themes and are committed to maintaining and approving these standards where possible.

We are a BCorp- one of the core pillars of this is Workers and the promotion of Fair Work, and Justice, Equity, Diversity and Inclusion within the workplace. By maintaining this certification we can evidence our continued support for these principles.

### **Theme 1 - Providing fair pay for workers (payment of at least the real Living Wage).**

Hawkins\Brown are accredited by the Living Wage Foundation. We engage in annual salary 'benchmarking' and reviews to ensure staff salaries meet local industry standards. As an employee owned business, when profits are available staff enjoy a share of these.

### **Theme 2 – Provide appropriate channels for effective voice, such as trade union recognition.**

Hawkins\Brown is an employee owned business. We have an elected employee council consisting of a broad range of employees of varying levels and from across different locations and departments. This aims to give all staff a say in how the business is run and creates channels of communication regardless of hierarchy within Hawkins\Brown.

### **Theme 3 - Investment in work force development.**

Hawkins\Brown employees have access to a variety of internal and external training and CPD options. Everyone is encouraged to take charge of their own learning with a variety of support and funding available to attend external courses or lectures.

We also run schemes aimed at sharing that knowledge with the next generation. These include running apprenticeships, work experience, and school workshops as well as taking part in mentoring programs.

### **Theme 4 - No inappropriate use of zero hours contracts.**

Hawkins\Brown does not utilise zero hour contracts. All of our team have guaranteed hours with the option of flexible working and policies in place to support flexi-time and hybrid working.

### **Theme 5 - Action to tackle the gender pay gap and create a more diverse and inclusive workplace.**

We strive to achieve equal opportunities in service provision and employment. We have a written equality and diversity (equal opportunities) policy to ensure that we comply and exceed our statutory obligations under the Equality Act.

Annually we publish and monitor our gender pay gap data and continually work towards improving this. We remain fully determined to do this, building upon the range of initiatives we already are committed to which are outlined in our previous gender pay gap statements.

Some initiatives have included the introduction of an improved return to work programme, enhanced parental leave policy as well as the addition of a new benefit that offers employees emergency childcare support.

To ensure we create an accessible and inclusive working environment we have a number of policies in place as well as staff groups such as our BAME, LGBT+, and &everyone group which aims to broaden and diversify access to the architectural profession.

**Theme 6 - Offer flexible and family friendly working practices for all workers.**

We are committed to the promotion of a healthy work life balance for all our staff and have policies in place to facilitate this. Hawkins\Brown provide for a variety of flexible working options as well as various forms of leave and additional support.

Some of these policies include:

- Flexi-time scheme
- Hybrid working
- Paternity/maternity/SPL/adoption leave
- Career development break
- Training and study leave

**Theme 7 - Oppose the use of fire and rehire practices.**

At Hawkins\Brown we adopt a flexible approach to recruitment and selection, using a range of methods without compromising fairness, confidentiality or Hawkins\Brown's commitment to having a diverse workforce; all with the purpose of recruiting talent and the best person for the job. We have a recruitment policy in place which outlines our core principles. We oppose the use of fire and rehire practices and follow a thorough recruitment process (clearly outlined in the policy) to ensure consistency and prevent any manipulation of the hiring process.

Hawkins\Brown's approach to Fair Work will continue to evolve in line with leading standards in employment practices.



Alastair Roberts

COO



Julia Galves

Employee Council & Trust Board Rep