

# FAIR EMPLOYMENT POLICY

2023-24



## DOCUMENT CONTROL

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 CHANGE AUTHORITY: BOARD OF DIRECTORS

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Designation: Director of Operations      Review Date: July 2026

## RECENT CHANGE HISTORY

VERSION	DATE	REASON FOR CHANGE	CHANGE BY
1	14/12/2022	New policy written	Gillian Dewsbury   Business Excellence Manager
1.1	22/12/2022	Initial review and finalising prior to launch	Gillian Dewsbury   Business Excellence Manager
1.2	17/07/2023	Transfer to new policy template	Gillian Dewsbury   Business Excellence Manager

**Please Note:** A formal, full review of this document will take place on a 3-yearly basis. However, in the interim, the document will be updated as necessary to remain current with any statutory legislation and/or significant Government guidance updates on the subject.

## CHANGE MECHANISM

Any person seeking to alter this document must consult the author before making any change.

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The person making the alteration must indicate every change between the previous (approved) document version and the altered document version.

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## Scope

1. This policy works alongside the L&F Equality, Diversity and Inclusion Policy.
2. This Fair Employment Policy applies to all employees and staff working for L&F Training. This includes L&F staff based in, or working at, any L&F Training occupied premises and those staff working for aspects of L&F trading under another banner (i.e. L&F trading as: L&F Construction or Francesco Hair and Beauty Salon).

## Introduction

L&F Training (L&F) is an Apprenticeship Training Provider, registered with the ESFA's Register of Training Providers (RoATP). In addition L&F delivers a range of other training and services to employers, councils, schools and individuals across the South West and London/South East areas.

Due to the nature of the work L&F undertakes, L&F has links with a number of employers/businesses, schools and councils within the South West and London/South East areas. To meet demand for L&F's training programmes and bespoke education provisions etc., L&F supplements it's employee numbers with fully qualified and DBS vetted Freelance staff.

As an Equal Opportunities employer, L&F believe in fair employment and this policy has been formulated to enable L&F to provide assurance that regardless of employment status (i.e. confirmed employee or temporary Freelance appointment), L&F will treat all its staff equally and fairly.

## Definitions

Fair Employment means 'employment of workers on a basis of equality without discrimination or segregation especially because of race, colour, or creed' (Merriam-Webster Dictionary) and is a term utilised by the Greater London Authority (GLA) in relation to the Mayor's Good Work Standard:

- A job, apprenticeship or paid work placement which:
  - Offers a minimum of 16 hours per week
  - Lasts at least four consecutive weeks
  - Pays a basic salary of the Living Wage or above (for London this means the London Living Wage or above)
  - Does not involve the use of zero hours contracts

L&F adhere to the GLA Good Work Standard, not only in the Greater London Area, but across the geographical areas in which L&F delivers its services.

## L&F's Fair Employment Practices Commitment

L&F is committed to the following fair employment practices:

- Ensuring L&F's Equality, Diversity and Inclusion Policy is promoted to all staff, Learners and Employers/Service Users and is adhered to
- Challenging any behaviours or practices that are contrary to L&F's Equality, Diversity and Inclusion Policy or this Fair Employment policy
- Ensuring all staff (whether employed or working with L&F on a Freelance basis) are provided with:
  - A job, apprenticeship or paid work placement which:
    - Offers a minimum of 16 hours per week
    - Lasts at least four consecutive weeks
    - Pays a basic salary of the Living Wage or above (for roles based in London this means the London Living Wage or above)
    - Does not involve the use of zero hours contracts

## Exceptions to Commitments

L&F will allow only two exceptions to the above commitment; the commitments in relation to:

- Jobs lasting at least four consecutive weeks and
- Offering a minimum of 16 hours per week

Where a role needs to be temporarily covered (e.g. to cover sickness absence, or for a provision which is shorter than 4 weeks); L&F will arrange contracts with Freelance staff to cover these periods.

Such contracts will, due to their nature, be shorter than four consecutive weeks and less than 16 hours per week; however all other commitments, in relation to salary, zero hours and equality and diversity best practice, will be honoured.

## Associated Policies

- L&F Equality, Diversity and Inclusion Policy