
Fairness at Work

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Introduction

- 1 The Scottish Fiscal Commission is committed to providing a workplace free from unfair discrimination and ensuring the fair treatment of all staff.
- 2 Members of staff may at some time have a problem or concern about their work, working conditions or relationship with colleagues, and may feel that a certain management action or decision is unfair and has affected them adversely.
- 3 In these circumstances, it is right that staff members are able to raise their concerns:
 - without feeling intimidated
 - concerned that the matter will not be given fair consideration
 - that they may be treated less favourably or victimised in some way for making a complaint

Our commitment

- 4 The Commission is committed to dealing with staff grievances fairly, consistently, quickly and no-one will be penalised for raising a complaint in good faith. We aim to ensure that the outcome of any complaint will always be based on reasonable and balanced judgement following full consideration of the facts of the case.
- 5 The potential value to all parties of being able to resolve a dispute in an alternative way is recognised and there is an opportunity to resolve issues through mediation.
- 6 If concerns are not dealt with in a way that is perceived as fair or are left unresolved, working relationship may deteriorate and impact on the well-being of individuals, teams and the Commission.
- 7 This commitment to fair treatment at work is underpinned by our procedures for handling concerns.
- 8 The Scottish Government's Standards of Behaviour applies to all Scottish Fiscal Commission employees as we are all subject to the Scottish Government Main terms and conditions of employment.
- 9 The policy provides a framework for dealing with instances of, amongst other things, bullying, harassment or victimisation. The policy includes information on specific provisions covering complaints about external parties and how to make a complaint. Full details of these policies can be found on Saltire at: [Standards of Behaviour](#).
- 10 Details of behaviours which the Commission considers unacceptable can be found in **Annex A**.

Annex A – Examples of unacceptable behaviour

11 General

- refusing to work with, ignoring or deliberately isolating or excluding colleagues, including from social events
- displaying or circulating offensive materials
- discouraging someone from taking advantage of relevant and suitable training on grounds of irrelevant difference
- taking credit for others' work
- not taking responsibility when things go wrong
- excessive, or inappropriate, detailed supervision
- lack of supervision which leaves the individual feeling unsupported or demoralised
- undermining an individual's authority
- reducing a job to tasks inconsistent with a person's grade, skills and abilities
- unjustifiably blocking promotion or training opportunities
- withholding information, ostracising, marginalising, spreading rumours etc
- unfair work allocation

12 Verbal

- inappropriate comments about an individual's religious or other beliefs or other personal circumstances, eg trade union involvement
- leering and suggestive gestures, comments or innuendo
- unwelcome comments or jokes
- use of offensive language, name calling, taunts, jokes, mockery
- inappropriate questions about someone's personal or sex-life
- unwanted or derogatory comments about dress or appearance
- aggression, threats, shouting, swearing, abuse
- humiliating, ridiculing or belittling efforts in front of others or in private
- gossip and speculation about an individual's personal life

13 Physical

- inappropriate physical contact, advances or propositions
- attacks, abuse or intimidation

14 Making assumptions about

- an individual's personal or social life
- an individual's physical or mental capability
- the existence of a non-visible impairment
- age-related retirement
- an individual's ability or competence

