



CENTRAL SCOTLAND SCHOOL OF CRAFT
www.scottishcraftschool.com

Introduction

At the *Central Scotland School of Craft* we value the creative contributions of freelance artists who collaborate with us. This Fair Work Policy outlines our commitment to fair and ethical practices, ensuring that every freelance artist is treated with respect, receives fair compensation, and enjoys a supportive working relationship.

1. Equal Opportunities and Inclusion

We are dedicated to providing equal opportunities for all freelance artists regardless of race, gender, age, sexual orientation, disability, religion, or any other characteristic protected by law. Discrimination or harassment of any form will not be tolerated.

2. Compensation

a. Fair Compensation: We will ensure that freelance artists are paid competitive and fair rates for their creative work. Rates will be discussed transparently before the commencement of any project, and artists will be paid promptly for their services.

b. Payment Transparency: Clear and detailed payment terms, including payment schedules, will be communicated in advance of any activity being advertised. Artists will be informed of any changes to payment terms well in advance.

c. Expenses: Freelance artists will be reimbursed for any agreed-upon, project-related expenses, in accordance with the organization's expense policy.

3. Working Conditions

a. Health and Safety: Freelance artists should have access to a safe and healthy working environment. If artists work on-site, the organization will provide necessary safety guidelines and equipment.

b. Flexibility: We recognize the importance of work-life balance and will strive to accommodate artists' needs when it comes to flexible working hours and remote work arrangements, whenever possible.

c. Communication: Open and transparent communication channels will be maintained between freelance artists and the organization. Artists will have a dedicated point of contact for their projects and can voice concerns or seek clarification at any time.

4. Intellectual Property

a. Ownership: Freelance artists retain the rights to their work when applicable.

b. Credit: Freelance artists will be given appropriate credit for their work when it is used or displayed publicly, in accordance with contractual agreements.

5. Respect and Professionalism

We expect all parties involved in a project to treat each other with respect and professionalism. Any disrespectful or unprofessional behaviour will be addressed promptly and appropriately.

6. Dispute Resolution

In the event of disputes or conflicts, both the organization and freelance artists will work together to find amicable solutions. We encourage open dialogue and, if necessary, may involve a third party for mediation or arbitration.

7. Compliance with Laws and Regulations

We are committed to complying with all relevant employment laws, tax regulations, and industry standards, ensuring that our freelance collaborations adhere to legal requirements.

8. Feedback and Continuous Improvement

We value feedback from our freelance artists and will use it to continually improve our Fair Work Policy and practices.

9. Enforcement

Violations of this Fair Work Policy will be taken seriously, and appropriate corrective action will be taken, which may include termination of collaboration.

10. Policy Review

This Fair Work Policy will be periodically reviewed and updated to ensure its continued effectiveness and compliance with evolving legal requirements and industry standards.

By adhering to this Fair Work Policy, we aim to build strong and respectful partnerships with our freelance artists, promoting a fair and inclusive working environment for all parties involved.

Signed,



Rebecca Pollard
Director
Central Scotland School of Craft