









Employment Rights Hub

Your rights at work









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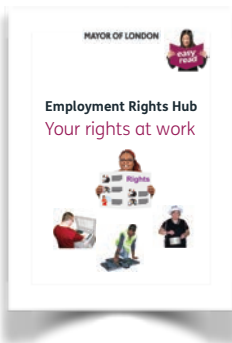
Your rights at work



The Mayor has promised to make London a fairer city to work in.



He wants everybody to know their **rights** so they can tell when they are being treated unfairly.



In this guide there is information about:



- Your **employment rights**. These are some of the rights you have when you are at work.



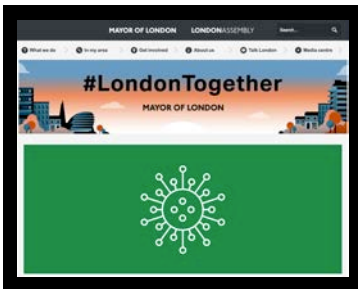
- What to do if you're having trouble at work.



- Organisations who can help you to try and sort out problems at work.



If you are reading this booklet on a screen, click on any website address you want to look at.



It will open the webpage.

About your rights at work



In the UK there are laws made by the government that protect you at work. They are called **statutory employment rights**.



The laws say that the person you work for must treat you fairly. If they don't they may be breaking the law.



Everyone in the UK has some rights at work. It doesn't matter where you come from or what job you do.



The person you work for may give you extra rights. They will write them in your **contract** or **agreement**.

The extra rights are called **contractual employment rights**.

Your employment status

How many **rights** you have depends on something called your **employment status**.

Employment status just means what type of worker you are.

Here are the 3 main types of **employment status**.



1 **Employee** - If you work regular hours for another person or a company, you are called an **employee**. You have lots of employment rights.



2 **Worker** - If you only work for a person or company when they have work for you to do, you are called a **worker**. You have some employment rights.



3

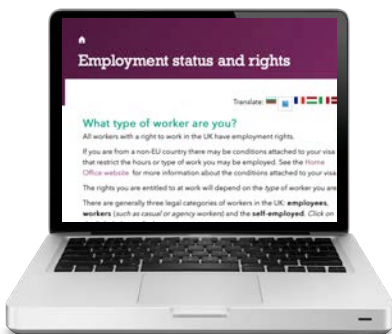
Self-employed - If you work for yourself or own a company or business you are called **self-employed**. You do not have very many employment rights.



It is very important to know your employment status so you understand what rights you have.



Your **contract** or **agreement** should tell you what kind of employment status you have.



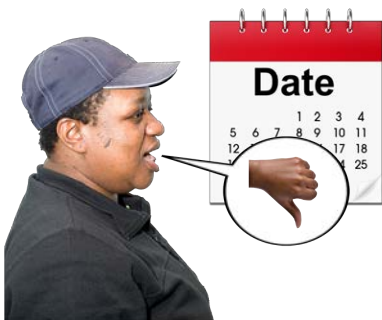
If you need help to understand your employment status you can look at the **Trade Union Congress Website**.

www.tuc.org.uk/employment-status-and-rights

What to do if you think you have a problem



The first thing to do if you are having a problem at work is to try and sort it out as quickly as you can.



Sometimes you only get a short amount of time to complain to the person you work for.



If you don't do it quick enough they might not have to do anything about your complaint.



Citizens Advice has lots of good advice on their website about how to sort out problems at work.

Citizens Advice website

www.citizensadvice.org.uk



There are more organisations who might be able to help you and give you advice.



Before you contact them, get together useful information you might need.

Things like:



- Your employment contract if you have one.



- Any recent payslips if you have them.



- A copy of any letter or emails you have about the problem.



- Information about who you spoke to at work and what they said.

Organisations who can help

ACAS



ACAS can tell you more information about your rights at work.

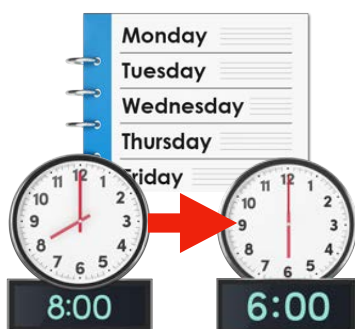


They might also be able to help you sort out the problem.



Telephone helpline

0300 123 1100



The helpline is open Monday to Friday, 8am until 6pm.



If you have problems hearing or speaking on the phone you can use the Text Relay Service.

Telephone

18001 0300 123 1100



ACAS Website

www.acas.org.uk



Disability Law Service

If you are disabled they can give you advice on your rights at work.



Telephone

0207 791 9800



Email

advice@dls.org.uk



Working Families

Working families are a charity who help people all over the UK.

They give free advice to parents and carers about rights at work.



Website

www.workingfamilies.org.uk



Email

advice@workingfamilies.org.uk



Telephone

0300 012 0312



Monday 3pm - 5pm



Tuesdays and Thursdays 12pm - 2pm

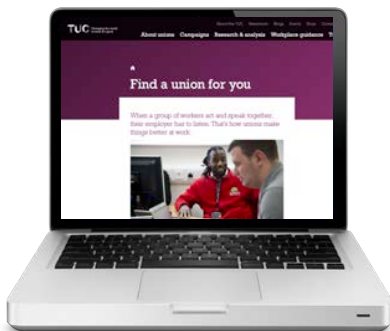


Trade Unions

One of the best ways to get help dealing with a problem at work is to join a Trade Union.



If you are already a member of a Trade Union you can contact them for advice.



To find out more about Trade Unions you can look on this website.

www.tuc.org.uk



Face to face advice

If you want to see someone to get some advice, we have a list of organisation who can help.



The list is on our website

www.london.gov.uk/what-we-do/employment-rights-hub

Being treated fairly and equally

Equal treatment

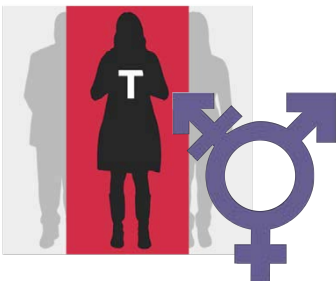
The person you work for cannot treat you badly or unfairly because:



- Of your age.



- You have a disability.



- You are transgender.



- You are married or have a civil partner.



- You are pregnant or are off work because you have recently had a baby.



- Of your race. This means the colour of your skin, the country you were born, the language you speak.



- Of your religion. This includes if you don't have a religion.



- You are a man or a woman.



- Of your sexual orientation. This means if you are attracted to people who are the same sex as you or a different sex to you.



If your employer does treat you unfairly they may be breaking the law.



This law also protects you from **sexual harassment**. **Sexual harassment** is when someone at work does or says something sexual which make you feel:

- Uncomfortable.
- Scared.
- You don't want to go to work because of them.

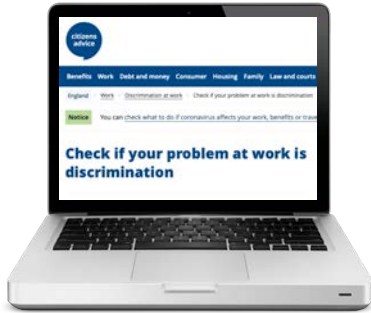


These rights are for **employees** and **workers**. Some **self employed** people have this right too.



There is more information on the Equality and Human Rights Commission website.

www.equalityhumanrights.com



The Citizens Advice website can help you understand if you are being treated unfairly.

www.citizensadvice.org.uk

Who you can contact

Equality Advisory and Support Service



They can help if you think you have been treated unfairly.



Telephone
0808 800 0082



Textphone
0808 800 0084



Community Legal Advice

They can help if you are on benefit or do not earn a lot of money.



Telephone

0345 345 4345



Maternity Action

They can help if you think you have been treated unfairly because you have had a baby or adopted a baby.



Telephone

0808 802 0029



Rights of Women Sexual Harassment at Work free legal advice line



Telephone
020 7490 0152



Website
www.rightsofwomen.org.uk/get-advice/

Your rights if you work part-time



Most of the time the person you work for cannot treat you differently if you work part-time.



They must give you the same rights as someone who works full-time.



These rights are for **employees** and **workers**.



There is more information on the governments website

www.gov.uk/part-time-worker-rights

Reporting something bad at work



Sometimes you might need to tell someone about something bad that is happening at work.



For example you might need to report someone you work with because you think they are stealing.



You might tell the bosses or you might need to tell someone who is not at your work.



This is called **whistleblowing**.
The person you work for must not treat you unfairly or sack you because you **whistleblow**.



These rights are for **employees** and **workers**.

Who you can contact



Protect

Protect are a charity who can give you advice about whistleblowing.



Telephone

020 3117 2520



Website

www.pcaw.org.uk

Being a member of a Trade Union



A **Trade Union** is a group of employees and workers who make sure your employer treats you fairly.



If you join a **Trade Union** you become a member. You usually have to pay for this.



They may be able to help you if you have a problem at work.



The person you work for cannot treat you unfairly because you are a member of a Trade Union or you want to join one.



These rights are for **employees** and **workers**.



There is more information about Trade Unions on their website.

www.tuc.org.uk/about-unions

Forcing you to work



The person you work for cannot force you to work by hurting you or threatening you.



For example they might say you owe money and make you work to pay it off. They might threaten you and say if you don't work they will hurt you.



They might also keep your passport to stop you from going anywhere.



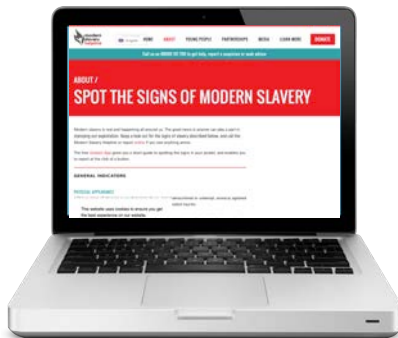
If they do this they may be breaking the law. It is called **Modern Slavery**.



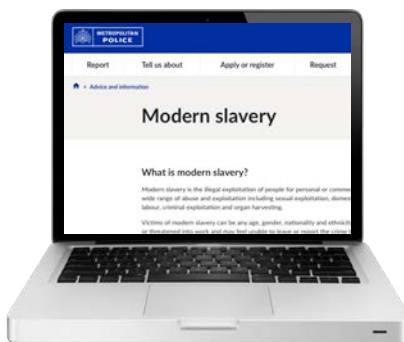
If you do not want to work for them, they must let you leave.



Everybody has these rights **employees**, **workers** and **self-employed**.



There is more information about Modern Slavery on this website.
www.modernslaveryhelpline.org/about/spot-the-signs



There is also more useful information on the police **website**.
www.met.police.uk

How to report modern slavery



Who to contact if you are worried that you or someone you know is the victim of Modern Slavery.

Modern Slavery Helpline



Telephone
08000 121 700

You don't have to tell them your name.



Website
www.modernslaveryhelpline.org



The police

Telephone

101 or if it is an emergency ring 999



Or you can fill in a form online

www.met.police.uk



Crimestoppers

www.crimestoppers-uk.org



Telephone

0800 555 111



Losing your job

Here are rights that might protect you if you lose your job.

Being unfairly sacked or forced to leave your job



If the person you work for sacks you they must give a good reason why.



If they don't then they might be breaking the law. This is called **unfair dismissal**.

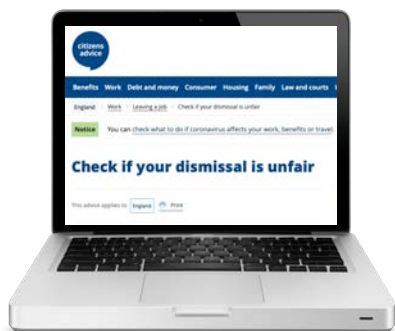


If the person you work for treats you so badly that you are forced to leave your job when you don't want to, it is called **constructive dismissal**.

It is a type of **unfair dismissal**.



These rights are only for **employees**.



You can check the Citizens Advice website to see if you have been unfairly sacked or forced to leave your job.

www.citizensadvice.org.uk

Extra money you can get if you are made redundant



If the person you work for says:

- There is no more work for you.



- They cannot keep paying you.

It is called **being made redundant**.



If this happens the person you worked for may have to pay you some money. It is called **Statutory Redundancy Pay**.



This right is only for **employees**.



There is more information on the government's website.

www.gov.uk/redundancy-your-rights/redundancy-pay



You can check here how much you should get paid if you are made redundant.

www.gov.uk/calculate-your-redundancy-pay

Working your notice period



If the person you work for sacks you or makes you **redundant** they might have to let you keep working for a bit longer. This is called a **Notice Period**.



Your **notice period** can change depending on how long you have been in your job. You can check this in your contract if you have one.

Notice period when you are sacked



If you have been sacked it is called a **Statutory Notice Period**.



You might have to leave work straight away if you are sacked for doing something really bad. This is called **gross misconduct**.



Notice period when you are made redundant



If you have been made redundant it is called **Statutory Redundancy Notice**.



If you have a **contract** it will tell you how long you can keep working for. This is called a **Contractual Notice Period**.

Being paid in your notice period



You will normally get paid your full wages during your notice period.



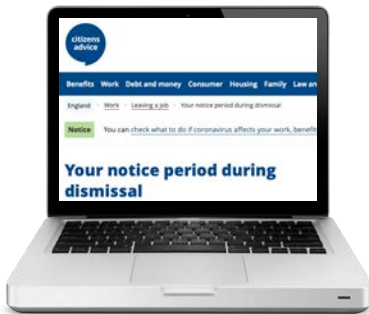
Sometimes the person you work for wants you to leave straight away.

If they do they still have to pay you your notice period wages.

It is called **payment in lieu of notice**.



These rights are only for **employees**.



There is more information about notice periods and pay on this website.

www.citizensadvice.org.uk



You can check whether you have been given the right notice period and pay on this website.

www.mypay.london

What happens if the company you work for gets taken over



If the company you work for gets taken over by somebody else, most things about your job should stay the same.

Things like:



- Your working hours.



- Holiday days.



- Sick pay.



If the new owners change these things, they may be breaking the law.

This law is called **Transfer of Undertakings Protection of Employment** or **TUPE** for short.



This right is only for **employees**.



There is more information about your rights on this website.

www.worksmart.org.uk

Pay and pensions



Here are rights that might help make sure you:

- Get paid the right amount for the work you do.



- Help to save money for your pension.

How much you should get paid every hour



Usually the person you work for must pay you a certain amount of money for every hour that you work.



- If you are under 25 years old it is called the **National Minimum Wage**.



- If you are 25 years or older it is called the **National Living Wage**.



This amount is decided by the government. This website tells you how much you should get.

www.gov.uk/national-minimum-wage-rates



These rights are **only** for **employees** and **workers**.

Making sure your wages are the right amount



The person you work for is only allowed to take money out of your wages for:



- Tax. This is money you have to pay to the government.

- Other things like:

- They have paid you too much and need to take the money back.





- You work on a till and you make a mistake. This might be giving someone too much change.



You must have agreed with your employer that they can take money out of your wage. It should be written in your contract if you have one.



If they take money out for another reason or they don't pay you at all, they may be breaking the law.

This is called **unlawful deductions**.



These rights are only for **employees** and **workers**.



There is more information on the governments website.

www.gov.uk/understanding-your-pay

Information about your pay



If you ask them, the person you work for must write down:

- How much money you earned since they last paid you.
- How much money they have taken out of your pay.
- Any overtime or extra work you have done.



This is called an **Itemised Payslip** or **Itemised Pay Statement**.

They must give you the payslip if you ask for it.



These rights are only for **employees** and **workers**.





This website has some good advice.

www.mypay.london

Pensions



The person you work for can put aside some of your wages every time you get paid.



Pension

You can save this money to live off when you are old enough to stop working.

This is called a **Workplace Pension**.



The person you work for usually has to put some extra money into your pension too.

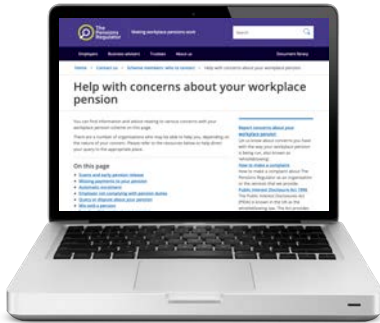


You will get a work place pension unless you tell them you don't want one.



There is lots of information about pensions on these websites.

www.gov.uk/workplace-pensions



www.thepensionsregulator.gov.uk

Who can you contact about pensions

Government's Workplace Pension Information Line



Telephone

0800 731 0372



Text

0800 731 0392



NGT text relay

18001 then 0800 731 0372

Pensions Advisory Service



Telephone

0800 011 3797



Website

[www.pensionsadvisoryservice.org.uk
/contacting-us](http://www.pensionsadvisoryservice.org.uk/contacting-us)

Families and parents

Time off and pay when you are having a baby



If you are having a baby, the person you work for must let you have some time off.

This is called **Statutory Maternity Leave**.



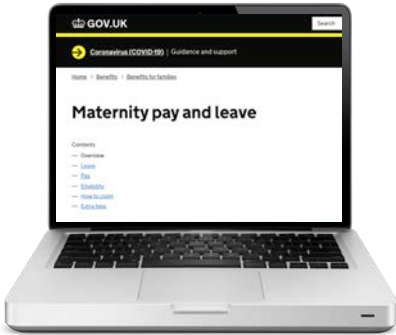
They must keep paying you some money whilst you are off work. This is called **Statutory Maternity Pay**.



This right is only for **employees** and some **workers**.



If you can't get **statutory maternity pay** you might still be able to get some help from the government.



There is more information on the governments website

www.gov.uk/maternity-pay-leave



This website can tell you how much money you might get.

www.gov.uk/pay-leave-for-parents

Time off and pay when your partner is having a baby



If your partner has a baby or you are adopting a child together, you can have some time off. This is called **Statutory Paternity Leave**.



The person you work for must keep paying you whilst you are off work.

This is called **Statutory Paternity Pay**.



Statutory Paternity Leave is only for **employees**.

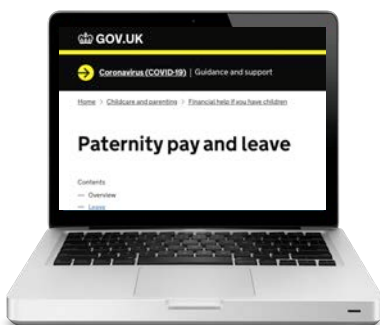
Statutory Paternity Pay is for all **employees** and some **workers**.



If your partner is pregnant you might be able to get time off to go to appointments with them.

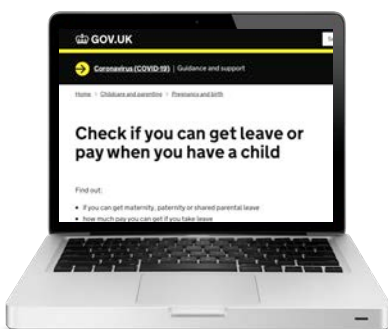


You won't get paid for the time off.



The government has information on their website.

www.gov.uk/paternity-pay-leave



You can also check how much time off and pay you can get.

www.gov.uk/pay-leave-for-parents

Sharing time off and pay



You and your partner might be able to share some time off.

This is when you stay at home with the child for a while and your partner goes to work. Then you swap so your partner stays at home and you go to work.

It is called **Shared Parental Leave**.



Shared Parental Leave is only for **some employees**.



The people you work for must keep paying you some money whilst you are off work. This is called **Shared Parental Pay**.



Shared Parental Pay is only for **some employees** and **some workers**.

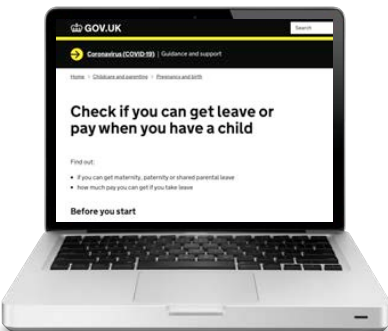


It can be difficult to work out how much shared parental leave or pay you should get.



The government has some information on their website.

www.gov.uk/shared-parental-leave-and-pay



You can also check how much time off and pay you can get.

www.gov.uk/pay-leave-for-parents

Time off and pay if you and your partner are adopting a child



If you and your partner are adopting a child you may be able to get some time off work.

This is called **Statutory Adoption Leave**.



The person you work for must keep paying you some money whilst you are off work.

This is called **Statutory Adoption Pay**.

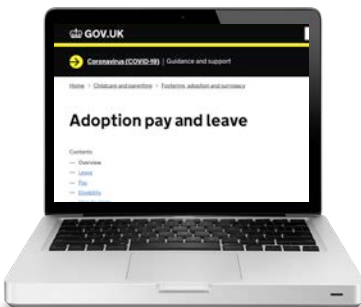


Only one of you can claim **statutory adoption leave or pay**.



Shared Parental Leave is only for **some employees**.

Shared Parental Pay is only for **some employees** and **some workers**.



The government has more information on their website.

www.gov.uk/adoption-pay-leave



They also have information about how to plan adoption leave.

www.gov.uk/plan-adoption-leave

More help for families and parents



Maternity Action is a charity who can help you find out about all of these rights.



Website

www.maternityaction.org.uk



Telephone

0808 802 0057

Working hours and conditions



Taking enough breaks at work

The person you work for must let you:

- Have a break when you are at work. This is called **rest breaks at work**.



- Have enough rest between the days you work. This is called **daily rest**.



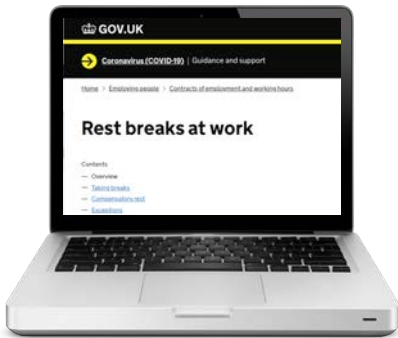
- Have enough rest between the weeks you work. This is called **weekly rest**.



The rules are a bit different depending on how old you are or what job you do.



These rights are only for **employees** and **workers**.



The government has more information on their **website**

www.gov.uk/rest-breaks-work

Staying safe and healthy at work



The person you work for should make sure the place where you work is safe. This is called **health and safety at work**.



It means things like:

- Having the right equipment.



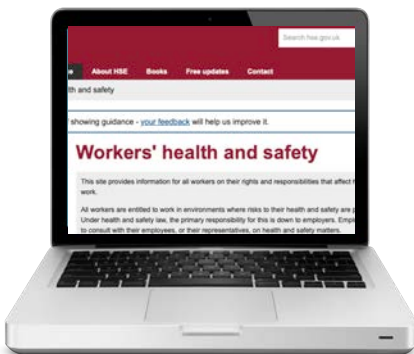
- Making sure where you work is as clean as it can be.



- Training you how to lift and move things properly.



These rights are for **employees** and **workers**. Some **self employed** people have this right too.



There is more information on the Health and Safety Executive **website**.
www.hse.gov.uk/workers/index.htm



If you have an accident at work look on the citizens advice **website**. They have lots of information about what you can do.

www.citizensadvice.org.uk/work/accidents-at-work/

Working at home or changing your hours



You can ask the person you work for to change the way you work. Things like:

- Letting you work from home.



- Changing the hours you work.

This is called the **right to request flexible working**.



They have to give a good reason for saying no.



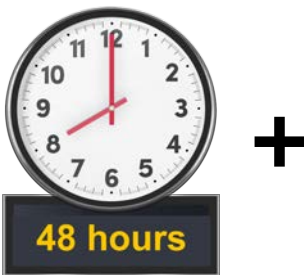
This right is only for **employees**.

How many hours you can be made to work



The person you work for may not be able to make you work more than 48 hours in a week.

This is called the **working time directive** or **working time regulations**.



For some jobs you may have to work more hours.



This right is for **employees** and **workers**.



The government has more information on their website.

www.gov.uk/maximum-weekly-working-hours

Time off work

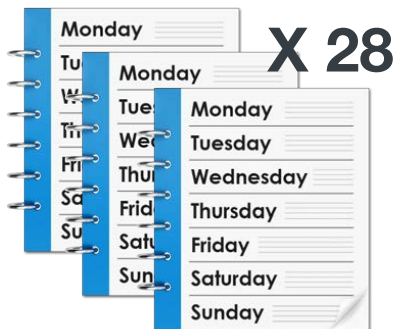


These are rights that mean the person you work for has to give you a certain amount of time off.

Time off and pay when you are too sick to work



If you have to take more than a few days off work because you are ill the person you work for must still pay you some money each week.



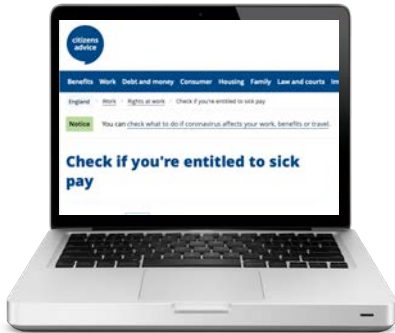
This is called **Statutory Sick Pay**. They only have to pay you for up to 28 weeks.



If you have a contract you may get paid more or for longer.



This right is only for **employees** and **workers**.



Check to see if you can get sick pay on the Citizens advice website.

www.citizensadvice.org.uk



You can check this website to see if you are getting the right amount of sick pay.

www.mypay.london

Taking time off work

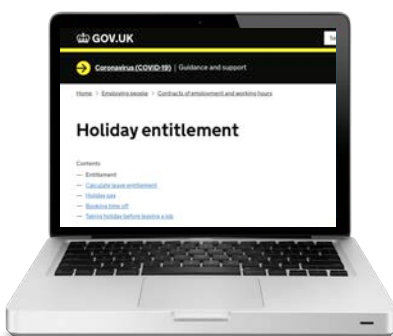


The person you work for must give you a certain number of days off every year. They must still pay you.

This is called **Annual Leave** or **Statutory Leave Entitlement**. Sometimes it is called **Holiday Entitlement** too.



This right is only for **employees** and **workers**.



The government has information on their website.

www.gov.uk/holiday-entitlement-rights



This website can tell you if you are getting enough holiday pay.

www.mypay.london

Time off in an emergency



The person you work for must give you time off if you have an emergency with:



- Your family.



- Somebody you care for.

This is called **time off for emergencies** or **time off for dependents**.



The person you work for might keep paying you whilst you are off, but they don't have to.



The government has more information on their website.

www.gov.uk/time-off-for-dependants



This right is only for **employees**.

Unpaid time off if you have children



If you have children, the person you work for must let you take some time off to look after them.



It is only for a certain amount of days per year.



You can get time off for each child up until they are 18 years old.



They do not have to pay you for this time off.



The government has more information on their website

www.gov.uk/parental-leave



This right is only for **employees**.

Work and coronavirus



You might need to take time off work because you have coronavirus or you have been near to someone with coronavirus.



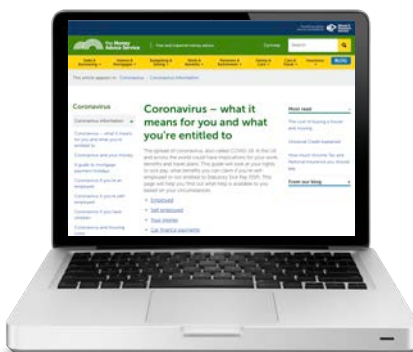
The government has made some changes to the laws about sick pay and welfare benefits.



You can get more information about sick pay and benefits rights on these websites.

Government website

www.gov.uk



Money advice service website

www.moneyadvice.org.uk



Look at our webpage for the Mayor's most up to date information on Coronavirus.

www.london.gov.uk/updates/news-feed



Look at our webpage for information about coronavirus and your rights at work.

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