

# Employment rights and responsibilities



## Your rights

When you work for a company you are protected from being treated unfairly by law. Here are some of the things that you are entitled to when you have a job:

- A written statement of the terms of your employment, within 2 weeks of starting work. This is sometimes called a “contract”.
- An itemised pay slip. This will tell you how much you have earned and how much you have paid in Income Tax and National Insurance (see separate Fact Sheet)
- At least the National Minimum Wage for your age. You can find out how much this is by visiting [www.direct.gov.uk](http://www.direct.gov.uk) and searching for “minimum wage rates”
- Paid holiday – at least 28 days a year if you work full time (20 days + 8 bank holidays).
- Time off for trade union duties and activities (if you are a member of a trade union). This time off does not have to be paid
- Paid maternity and paternity leave (you have to get at least the statutory minimum amount. You can find out how much this is by visiting [www.direct.gov.uk](http://www.direct.gov.uk) and searching for “maternity pay” or “paternity pay”
- The right to work a maximum 48 hours a week (this is a health and safety rule).

An essential guide for your employment rights is [www.adviceguide.org.uk](http://www.adviceguide.org.uk)

## Your responsibilities

There is general common sense behind the rules that you must follow when you work for a company. Here are a few important ones. If you break these rules then you might find yourself facing disciplinary action which could result in you losing your job:

- You must work the number of hours your contract says. You need to be on time for work.
- You must inform your employer if you are unable to work and be honest about the reason (e.g. you are unwell).



- You must be honest with the information you give on your CV. Please don't invent experiences and qualifications that you do not have. If you are caught out, you will probably lose your job.
- You must follow your employer's written policies, e.g. health and safety, smoking, equal opportunities, confidentiality.
- You must give notice to your employer if you want to leave your job. The amount of notice you have to give will be stated in your terms of employment ("contract").
- You must follow reasonable instruction from your boss.
- Some misbehaviour is considered very serious and called "gross misconduct". These offences could get you instantly dismissed ("sacked"):
  - Fighting
  - Theft from the company
  - Fraud or falsifying records or documents
  - Accessing pornography on the computer system - or distributing it by email
  - Deliberately damaging company property
  - Serious bullying or harassment of other workers

Your employer will have a disciplinary policy which will tell you how they expect you to behave at work.