



## **Employment Rights and Responsibilities**

All employees and workers (which have different legal definitions) have rights and responsibilities as a result of both legislation and their contract of employment, as well as policies and procedures set out by the organisation they work for. The organisation, and its managers, also have legal rights and responsibilities. Some of the main ones are set out here. Most of these rights will not apply to independent contractors / self-employed persons.

In addition to the rights and responsibilities discuss here, organisations are also required to adhere to certain codes of practice relating to employment, such as ACAS codes in relation to grievance and discipline.

### **Health and Safety**

Duty of Care – organisations must take reasonable steps to ensure the health, safety and wellbeing of their staff.

### **Mutual Trust and Confidence**

There is a duty on both parties to ensure that neither act in such a way would permanently damage or destroy the employment relationship.

### **Discrimination**

It is unlawful to treat someone less favourably at work as a result of a protected characteristic. Protected characteristics are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation. It is also unlawful for someone to be harassed on these grounds, or subjected to

victimisation (less favourable treatment as a result of raising concerns about discrimination or harassment).

### **Holiday**

All staff have a right to paid holidays. An amount is set by the law – but many organisations (including the University) go beyond the statutory minimum. Staff must be allowed to take their holiday, and every year must take the legal minimum number of days (28 days including bank holidays) to ensure that they have had appropriate rest.

### **Rest Breaks**

The Working Time Directive sets out a number of rules about working hours and time (including holidays as mentioned above). This includes a minimum 20 minute break after six hours work, or one day off each week (or two days in a fortnight).

### **Family Friendly Rights**

Legislation sets out rights in respect of maternity leave, adoption leave, shared parental leave, parental leave, paternity leave and flexible working. Again, many organisations go beyond the minimum required by law. Rights vary according to length of service.

### **Data Protection**

Staff have a right to have their personal data appropriately processed and securely stored. At the same time, they have responsibilities regarding protecting the data that they have access to in the course of their employment.

### **Good Faith**

Staff have a responsibility to act in good faith towards their employer. This means that they should act honestly and not in a way that will damage their employer.

### **Reasonable Requests**

Staff have a responsibility to carry out the reasonable requests of their manager.

If you have any questions about the rights and responsibilities of staff or managers, please discuss them with your local HR Partner in the first instance.