

Your employment rights

Your rights as a worker are protected by UK law. Some rights apply as soon as you get a job, others depend on how long you work. This section sets out what you should expect from your employer. These are your legal rights.

National Minimum Wage

If you are in a permanent job, on a short term contract or working for an agency, the very minimum you should receive is the appropriate minimum wage. This could be the National Minimum Wage (NMW) or the National Living Wage (NLW), depending on your age.

If you are on 'piece work' pay (eg for the number of items you complete, pack, pick etc) then you should still earn at least the equivalent of the relevant minimum wage. There are a few exceptions, including self-employed and voluntary workers.

For more information on the minimum and Living Wage rates go to **GOV.UK** and search for '**NMW**'.

Hours of work

You should not have to work more than 48 hours a week, including any overtime, unless you have chosen to do so.

You are entitled to at least one day off per week, or two days every two weeks. If you work for more than six hours a day, you should have a rest break of at least 20 minutes.

Annual leave

You are entitled by law to a minimum number of weeks of paid holiday a year, starting from your first day at work. This includes part time and fixed term contract workers. Search for '**pay and work rights**' on **GOV.UK** for the latest information.

Details of your holiday entitlement should be in your contract of employment. It is based on your normal working hours (pro rata for part-time workers), accrued during the time you work for your employer and should be paid at your normal working rate. Your employer is entitled to decide when you take leave but if you are having problems getting permission you should call the GLAA.

Deductions of wages

Your employer can only make certain deductions from your wages and they must be listed on your pay slip. You should always receive the 'net amount' shown on the slip after deductions have been taken off.

Some deductions are statutory, like tax and National Insurance contributions, and others you may have agreed to in your contract of employment, eg accommodation or transport charges. Please note that some deductions mentioned in contracts may not be legal. If you are not sure, check with the GLAA.

When you leave your job, any holiday you have accrued but not taken should be paid to you. If your employer will not allow you to take any holiday or you are owed holiday pay, you can contact the Acas Helpline or Citizens Advice for guidance on claiming the money back. See www.gla.gov.uk/contacts for help finding additional contact numbers.

An itemised pay slip

You should receive a pay slip on the day you are paid, which shows your gross pay and your take home pay. This can be a printed or electronic document and should also list the amount and reason for any deductions taken from your pay.

Sick pay

Deductions such as tax and National Insurance can change weekly and should be listed on each pay slip. You should receive your agreed pay on time and it should include any holiday or sick pay due to you.

Your terms and conditions

This is an agreement between you and your employer. Legally, if you have been employed for more than one month you must be given written details of your terms and conditions.

Even if you have agreed to a deduction it must not take your pay below the relevant minimum wage, except for a limited amount for accommodation. Search '**pay and work rights**' on **GOV.UK** for more information.

Health and safety

Your employer has a legal responsibility for your health and safety at work. You should receive health and safety information, training, protective clothing and any necessary replacements free of charge, where appropriate.

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You should receive written terms and conditions of employment within two months of starting work, and they must include the following information:

- Your name
- Who you will work for
- What type of work you will be doing
- The date you started work
- Your place of work
- Your rate of pay and how often you will be paid (weekly or monthly)
- Hours of work
- Holiday entitlement
- Sick pay entitlement
- The disciplinary, dismissal and grievance procedures
- The notice you are required to give if resigning, or to receive following dismissal

Contact us



Gangmasters & Labour Abuse Authority

PO Box 10272, Nottingham, NG2 9PB

www.gla.gov.uk

e: intelligence@gla.gov.uk

+44 (0)345 602 5020

Free confidential reporting line:

0800 432 0804

For more help go to www.gla.gov.uk/contacts



About the GLAA

The Gangmasters & Labour Abuse Authority (GLAA) is an organisation set up to protect workers from exploitation.

We employ specialist investigators who are able to look into workers' problems ranging from underpayment of wages through to forced labour offences, related human trafficking and other aspects of modern slavery.

The GLAA continues to operate a robust licensing scheme for 'gangmasters' – companies and individuals supplying workers to perform roles in the UK fresh produce sector. This covers agriculture, horticulture, shellfish gathering and all associated processing and packaging.

All licensed gangmasters must comply with a set of strict licensing standards. Supplying temporary workers into the industries listed above without a licence is a criminal offence which carries a maximum sentence of 10 years. It is also a criminal offence to enter into arrangements with an unlicensed labour provider. This has a maximum sentence of six months.

Help stop worker exploitation

We need your help to protect your rights and to ensure you work under the conditions you are entitled to by law. Please contact us if you feel you have not been treated properly, fairly or lawfully.

Without your information we cannot help

You can:

- Call **0345 602 5020** (Option 2) to speak to us directly - Monday to Friday, 9am - 5pm (interpreters are available)
- Email **intelligence@gla.gov.uk**
- Call our confidential reporting line FREE on **0800 432 0804**
- Submit information through our website at **www.gla.gov.uk**
- Write to us at GLAA, PO Box 10272, Nottingham, NG2 9PB

If you would like to discuss your employment rights with an experienced advisor contact your local Citizens Advice Bureau or call the ACAS Helpline on **0300 123 1100**.

GLAA Licensing Standards

GLAA Licensing Standards – cont'd

Your employer is required by UK law to protect workers from poor treatment and exploitation.

The same laws entitle you to certain rights and these relate to things like:

- Your wages – you should receive the National Minimum Wage

- How much holiday pay you receive

- Terms and conditions in your contract

- The length and frequency of working breaks

- How you are treated at work

- Protecting your health, welfare and safety by operating in a way that keeps you safe and/or providing safety equipment when required

- The standard of accommodation and transport if provided by your employer

The same rights are also protected through the standards that apply to a GLAA licence.

Your employer should hold a current licence if you are being supplied to work in agriculture, horticulture, shellfish gathering or any associated processing and packaging.

If you are concerned someone is operating without a licence, or is not meeting their legal requirements, please contact the GLAA.

