



Rights and responsibilities at work



What are rights?

Human rights are the basic rights and freedoms that belong to every person in the world, from birth until death.

They apply regardless of where you are from, what you believe or how you choose to live your life.

They can never be taken away, although they can sometimes be restricted - ???

These basic rights are based on shared values like dignity, fairness, equality, respect and independence

In Britain our human rights are protected by the **Human Rights Act 1998**

How does this affect the workplace?

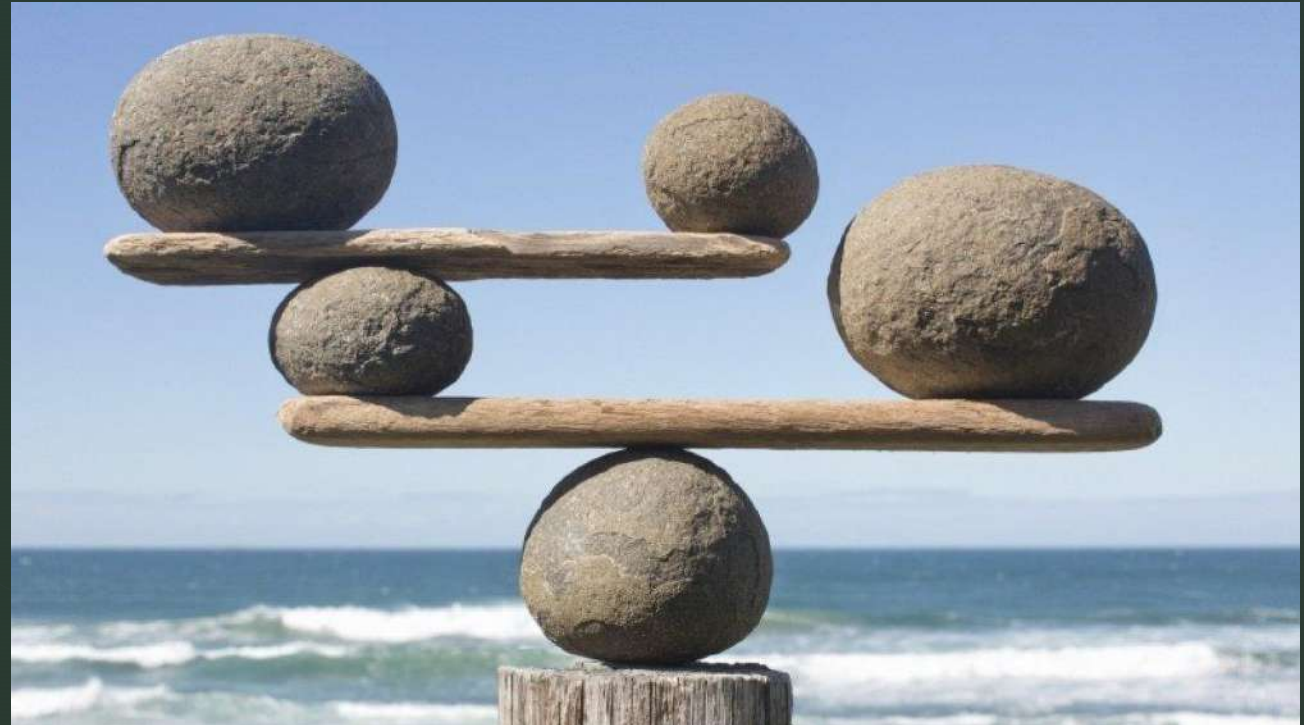


Video

A fine balance

Employers and employees both have rights and responsibilities in the workplace.

The balance between employers and employees is adjusted from time to time, but the following is an overview of how things stand at the moment.....



Employers

Employers have a responsibility to provide some basic conditions for their employees. These are:



Pay

Employers must ensure that their workers are paid in the form of a wage or a salary.

A wage is an hourly rate of pay that is calculated and paid each week, or monthly.

A salary is a yearly rate of pay which is divided equally over twelve months

Employers must ensure their employees pay income tax, make National Insurance payments and , in certain circumstances, are a member of a pension scheme



Career development

Employers are responsible for ensuring that their employees are fully trained in the use of all the equipment in the workplace.

Every employee must receive health and safety training, to make sure that accidents and injuries are kept to a minimum.

Other career development opportunities must be negotiated between the employer and employee.



Compassionate leave

Employees are entitled to unpaid compassionate leave, should an emergency arise with a dependant. Dependants include:

- ✓ Children
- ✓ Husbands and wives
- ✓ Partners and fiancés
- ✓ Parents
- ✓ Elderly relatives



This includes being able to attend a funeral. Some employers will pay staff who are absent on compassionate leave.

Holidays

Employers have a responsibility to give their employees annual leave for holidays. They must put this in the employment contract. These holidays are in addition to annual bank holidays in the UK and Ireland.



Health and safety

Employers have a responsibility to ensure the health and safety of everyone in their workplace including staff, customers, and members of the public.

They must provide health and safety training to each of their workers. Health and safety signs must be clearly visible throughout the workplace.



Equality

Employers have a responsibility to ensure that their employees are treated fairly. They cannot discriminate against anyone based on their:

- ✓ Gender
- ✓ Race
- ✓ Religion
- ✓ Sexual orientation
- ✓ Age
- ✓ Disability



Contracts

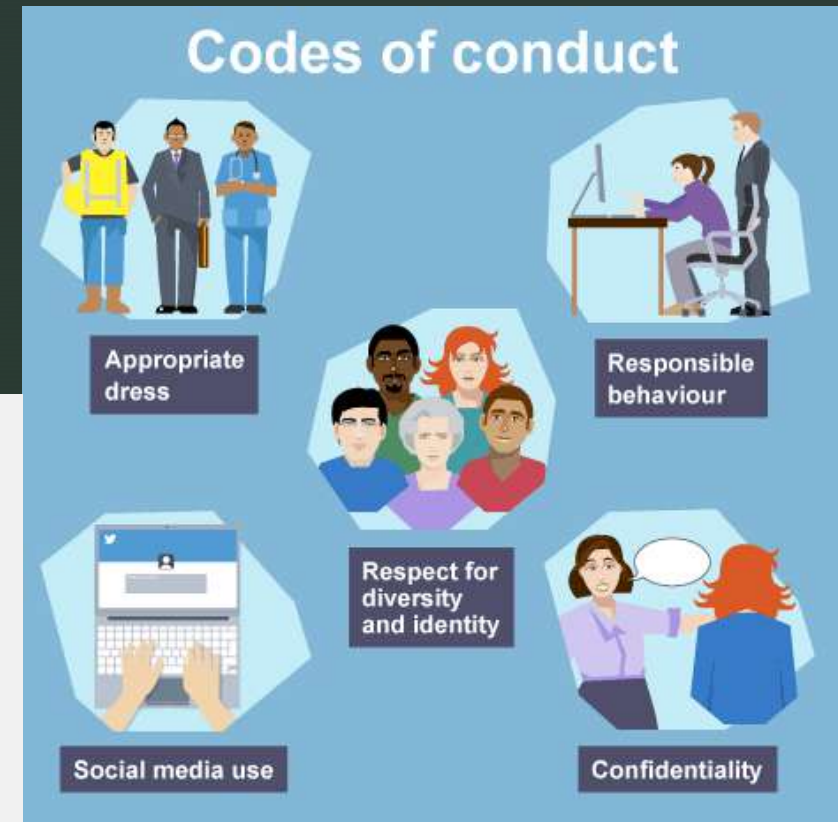
Employers must ensure that all employees have a contract of employment. This is in the interests of both employers and employees.

- ✓ The contract of employment is a legal document that can be used to resolve disputes between the employer and employee
- ✓ It outlines information on pay. This is important because it gives the employee the right to a guaranteed income and allows employers to manage their budget
- ✓ It sets out conditions such as employees' responsibilities. The employer can take action, such as dismissal, if an employee is in breach of their contract
- ✓ Terms of employment are included, such as the start date and the length of the contract
- ✓ It informs the employee of their entitlements such as sick leave, holiday pay, and compassionate, maternity, or paternity leave.
- ✓ It states the hours of employment

Employees

Employees have a range of responsibilities. These include:

Responsibility	What it means
Loyalty	You must keep the interests of your employer in mind with everything you do, and do nothing to harm the company
Honesty	You must be truthful with your employers, colleagues and customers
Timekeeping and deadlines	You must ensure that you are on time for work and complete each of your tasks before their deadlines
Health and safety	You must take care of your own safety, and that of others
Professionalism	You should make a commitment to do high quality work



Codes of conduct

Workplaces are governed by rules for how people must behave while at work, these are usually found in a document called a 'code of conduct'.

A code of conduct typically includes clauses on:

- ✓ **Appropriate dress** - Most workplaces have guidelines about what to wear.
- ✓ **Social media use** - Businesses are sensitive to how the public sees them. Employees can affect this perception by complaining about work on social media, or displaying private photographs.
- ✓ **Confidentiality** - A degree of secrecy is important to most businesses. They may lose money if a competitor learns what the business is doing. A confidentiality clause will ask employees not to discuss business plans and processes during and after the term of the contract.

Employees responsibilities

Employees have a range of responsibilities at work. These include:

- ✓ **Loyalty** - You must do nothing to harm the company.
- ✓ **Honesty** - You must be truthful to your employers, colleagues, and customers.
- ✓ **Timekeeping and deadlines** - You must ensure that you are on time and complete each of your tasks before their deadlines.
- ✓ **Health and safety** - You must take care of your own and others' safety.
- ✓ **Professionalism** - You should commit yourself to do high-quality work.

What happens if I don't meet my responsibilities?

You may face disciplinary action if you fail to meet your responsibilities. That said, employers must recognise that you may be affected by problems outside of work. You may be offered counselling as part of the **disciplinary process**. The steps of disciplinary action include:

Action	What it means
Verbal warnings	Your employer will talk to you about what is going wrong
Written warnings	These are formal documents that explain what you are doing wrong and how you can correct it
Retraining	You may be asked to re-learn your job
Dismissal	Your contract of employment is ended by your employer

Rewards for good performance

We are more likely to meet our responsibilities if we are rewarded for doing well.
Rewards in the workplace come in a variety of forms:

Reward	What it means
Commission	Many employers offer an additional payment based on the percentage of the money you bring into the business in sales. This is on top of your regular pay.
Bonuses	Many businesses offer bonuses for good performance each year. This is common in situations where sales are not a routine part of the job.
Profit-sharing	Some businesses sell shares to their employees at a discounted rate to give them some ownership of the company. When the business does well, the shares rise in value and the employee makes more money.
Promotion	Workers who perform well are valuable. Employers who recognise your worth may offer you the opportunity to lead others, and receive more pay as well.
Non-financial incentives	It's not all about money. Many employers celebrate their workers with awards, such as "employee of the month", or recognise them in company newsletters. They may offer you the prestige of more responsibility, or enter you into industry awards where your work can be recognised by a large audience.

Work related stress

Causes and consequences in the workplace. Employees may:

- ✓ Not be able to cope with the demands of their job;
- ✓ Feel that they are unable to have a say about the way they do their work;
- ✓ Receive inadequate information and support from their colleagues and superiors;
- ✓ Be subjected to unacceptable behaviours, such as bullying;
- ✓ Not understand their role;
- ✓ Feel disoriented by organisational change.

Work related stress

Dealing with work related stress

There are many ways to cope with stress:

- ✓ Speak to your employer about making adjustments;
- ✓ Plan your workload to allow more time to complete tasks;
- ✓ Seek advice from an outside agency;
- ✓ Speak to a counsellor about ways to reduce stress;
- ✓ Seek medical advice from a GP;
- ✓ Take sick leave to help you recover from stress.

Laws that ensure equality in the workplace

Some of the most important laws in the workplace are:

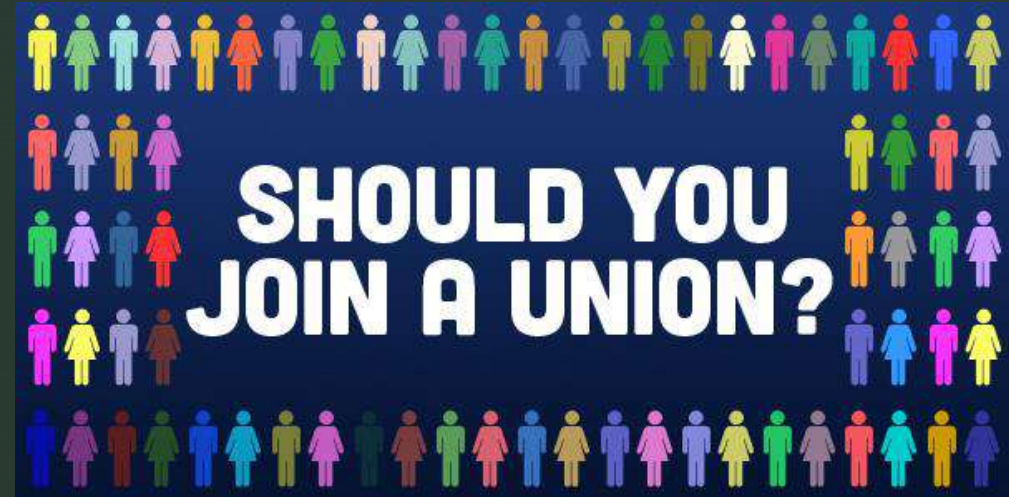
- ✓ **Equality Act 2010** - This law protects people from discrimination in the workplace and wider society.
- ✓ **Disability Discrimination Act 1995** - This law makes it unlawful to discriminate against people because of their disabilities in relation to employment, the provision of goods and services, education and transport.
- ✓ **Disability Discrimination Order 2006** - This is an order of the Northern Ireland Assembly that amends the Disability Discrimination Act 1995 to bring it into line with conditions in Northern Ireland.
- ✓ **Race Relations Order 1997** - This order outlaws discrimination on the grounds of colour, race, nationality and ethnic or national origin.
- ✓ **Northern Ireland Act 1998** - This act established the institutions of government in Northern Ireland. Section 75 of the Act outlaws discrimination on the grounds of race, nationality, sex, sexuality, age, religion, political opinion, or disability.
- ✓ **Fair Employment Act 1976** - This established the Fair Employment Agency for Northern Ireland, tasked with promoting equality of opportunity in Northern Ireland.

Trade unions

Trade unions represent workers' interests, protect employees' rights, and fight against unfair changes in the balance between employee and employer's rights and responsibilities.

You can choose to become a member of a trade union. Each union charges a monthly membership fee.

When things go wrong in the workplace, trade unions talk to employers on the employees' behalf. Trade unions may suggest industrial action if the problem cannot be fixed in these talks.



Advantages and disadvantages of trade union membership

Advantages

- ✓ Trade unions aim to protect workers. As a member, you can seek advice and support from trade union representatives or from the local trade union office.
- ✓ They are experienced in negotiating with employers, and have a good knowledge of workplace laws. They can also offer you legal protection.

Disadvantages

- ✓ Trade unions take industrial action based on the votes of their members.
- ✓ You may disagree with the outcome of a vote, but feel pressured to be involved in the action. If you go on strike you will lose some of your pay, and experience the stress and pressure of having less money.
- ✓ The company will expect that you catch up on your work when you come back after a strike.

Industrial action

Industrial action comes in different forms, some more severe than others.

'Go slow' - This is when workers slow down the speed of their work. This causes orders to be filled late, customers to become angry, and the employer to lose money.

Working to rule - This is when employees only carry out the tasks that are outlined in their contract. So many jobs must be done in a company that the contract cannot cover them all. A 'working to rule' action may cause disturbance to the smooth running of the company and affect profits.

Short strike - A strike is when workers refuse to work. A short strike lasts less than a day.

All-out strike - An all-out strike is a serious industrial action, and is used as a last resort when an employer will not make the changes that their employees most want to see. Workers on an all-out strike form a 'picket line' outside their place of work. This is a protest that draws attention to the workers' problems with their employer. Strikes damage employers' profits, future orders and reputations.

Industrial action

Conditions during a strike

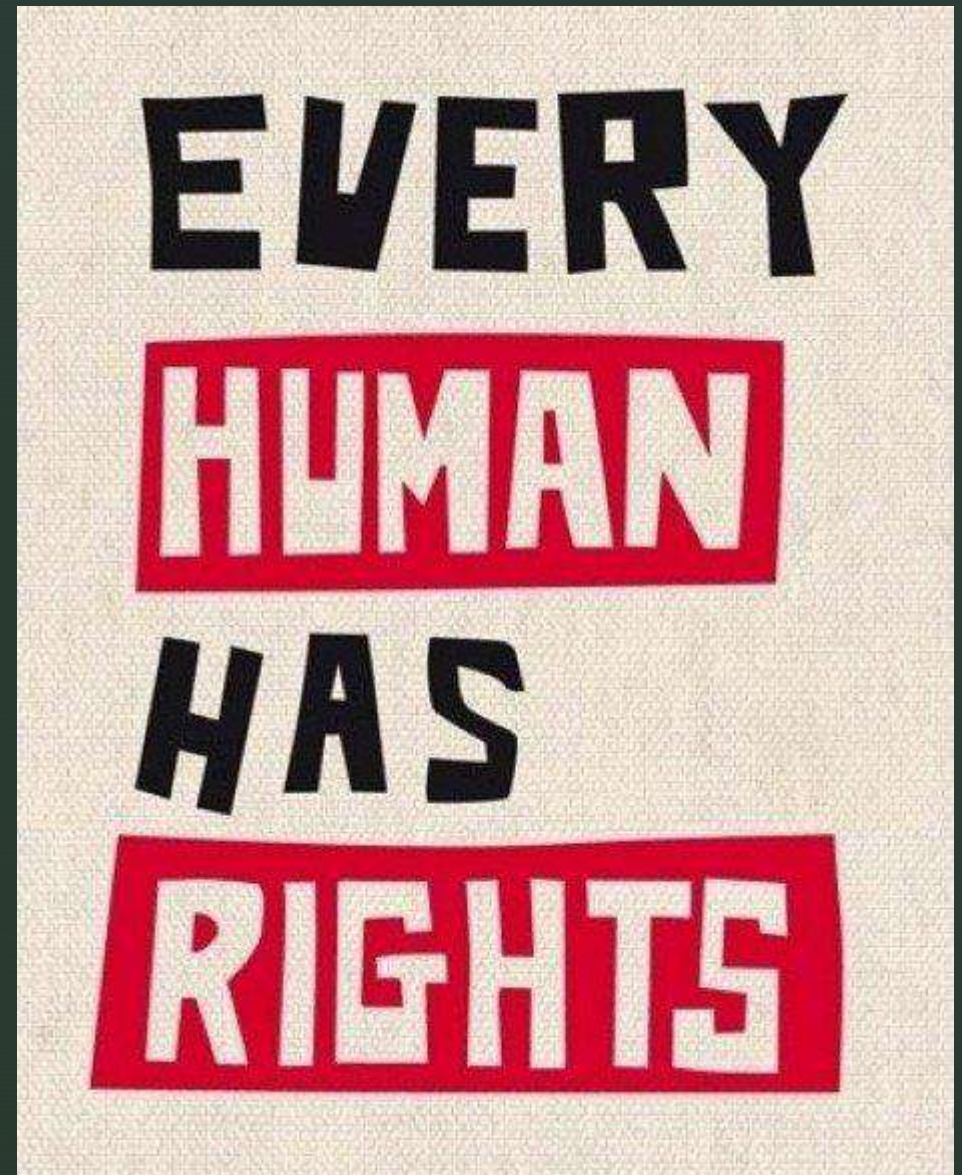
The decision to go on strike is not an easy one to make. Employees and their trade unions have to consider the costs.

Employees do not get paid during a strike.

This can have a serious impact on their families, causing stress and financial problems.

Striking workers are not entitled to government benefits during a strike. The trade union may use some of the membership fees to give them a small amount of money.

Watch the following recap video before you complete the test on the next slide



Complete the test on the following link.....

<https://www.bbc.co.uk/bitesize/guides/zgxpfrd/test>

How closely were you listening?