

KNOW YOUR RIGHTS

Knowing your rights at work is the first step towards protecting yourself and making informed decisions. Whether you are experiencing bullying, discrimination, retaliation, or considering raising concerns or whistleblowing, understanding the legal protections available can help you navigate your options with greater confidence.

The Right to a Safe Working Environment

Your employer has a legal duty to take reasonable steps to protect your health, safety and wellbeing at work.

The Right to Raise Concerns

You can raise concerns about workplace issues through your employer's policies and procedures. This may include reporting bullying, harassment, discrimination, health and safety concerns or other inappropriate conduct.

The Right Not to Be Retaliated Against

You should not be treated unfairly because you have raised genuine concerns, reported wrongdoing or exercised your legal rights. Depending on the circumstances, the law may protect you from detriment, victimisation or dismissal.

The Right to Raise a Formal Grievance

If informal discussions do not resolve a workplace issue, you have the right to submit a formal grievance using your employer's grievance procedure.

The Right Not to Be Discriminated Against

You have the right not to be treated unfairly because of a protected characteristic, including your age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, marriage and civil partnership, or pregnancy and maternity.

The Right to Whistleblow

If you reasonably believe that wrongdoing is taking place and it is in the public interest, you may have legal protection when making a protected disclosure under whistleblowing law.

The Right to Request Reasonable Adjustments

If you are disabled under the Equality Act 2010, your employer may have a legal duty to make reasonable adjustments to reduce disadvantages you experience at work.

The Right to Bring an Employment Tribunal Claim

If you believe your employment rights have been breached, you may be able to bring a claim before an Employment Tribunal, provided you meet the legal requirements and submit your claim within the applicable time limits.

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KNOW YOUR EMPLOYER'S POLICIES

Every organisation should have workplace policies covering matters such as:

- Grievances
- Disciplinary procedures
- Whistleblowing
- Equality, diversity and inclusion
- Bullying and harassment
- Health and safety
- Flexible working
- Sickness absence

Understanding these policies can help you follow the correct procedures and understand what standards your employer has committed to uphold.

KEEP GOOD RECORDS

If you are experiencing difficulties at work, consider keeping copies of:

- Emails and correspondence
- Meeting invitations and notes
- Policies and procedures
- Performance reviews
- Relevant documents or evidence
- A timeline of important events

Accurate records may help you understand what has happened and could be important if the matter is investigated or becomes a legal dispute.