

YOUR RIGHTS at WORK:

- Your employer should not keep your passport. They can take a copy of it for their records, but they must give it back to you quickly.
- Your employer cannot take more than £26.25 per week (or £3.75 per day) of your pay for accommodation they provide for you if they are paying you below the minimum wage. Please contact the National Minimum Wage helpline for the latest figure. The number is 0845 600 0678.
- Your employer cannot take money from your pay for your food.
- Your employer can take money from your pay for transport. Be careful that you are not being exploited.
- If you work for an agency that is treating you badly, and you think it might be breaking the law, you can report it to the Employment Agency Standards Office that regulates agencies, on 0845 955 5105 or via www.dti.gov.uk
- You can also complain to the Recruitment and Employment Confederation (the REC) if the agency is a member. Their website is at www.rec.uk.com/rec/home/index.aspx and their number is 0207 009 2100.
- You can also complain to the Gangmasters Licensing Authority (GLA) if the agency is (or ought to be) a licensed gangmaster by visiting www.gla.gov.uk or calling the GLA on 0845 602 5020.
- You can also call Crimestoppers on 0800 555 111.
- You can also ask for help from your union (see the separate list of unions).

WORKING HOURS:

- Most workers have a basic 37 or 40 hour working week.
- Most workers have at least 4 weeks (20 days) of holiday a year.
- Your employer should give you rest breaks and put limits on your working hours.
- You must have at least a 20 minute break if your shift is longer than 6 hours.
- You must have 11 consecutive hours not at work during a 24 hour period.
- You should not have to work more than 48 hours in a week.
- You should get at least 1 day off in a week.
- You should have paid holidays.

'PIECE WORK' (PAY PER ITEM PRODUCED OR SERVICED):

People paid for piece work are paid for the amount of work they do. The rules are different for this kind of work.

FULL DETAILS of the LAW:

Full details of working time regulations can be found at www.dti.gov.uk/er/worktimeregs