

Starting work: what you should expect

Adapted from:

http://www.direct.gov.uk/en/YoungPeople/Workandcareers/Yourrightsandresponsibilitiesatwork/DG_066174;

If you're starting your first job, there are a few things your employer should provide you with. They will help you perform your job safely and answer all your questions about your new workplace.

Contracts of employment

When you start working for someone, there is always a contract between you and your employer. Although it doesn't always have to be in writing or signed, this contract covers your basic rights at work, like the right to be paid. However, you should receive a written statement of employment within two months of your start date if you are an employee. If you don't get one, ask your employer about it. You may find that this information is given out in the staff handbook. If you're doing an Apprenticeship, you must have a written contract that is signed by your employer.

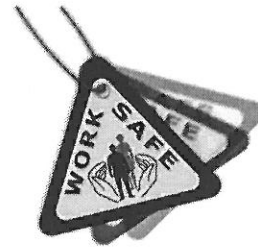
Pay slips

Payslip		Name: Joe Smith		
Joe Smith, 685 Hatfield Road, Hatfield AL8 8K				
Employee No	Tax Code	N.I. Code	Week/ Month	National Insurance No
052	56BLR	A	3	KT 66 99 88 D
Gross Pay:		£830 per month (or 10,000 per year)		
Annual Income Tax:		£80 per month		
National Insurance Contribution:		£45 per month		
Pension Contribution:		£45 per month		
Net Pay:		£560 per month (or £7,920 per year)		

No matter how much or how often you get paid, you must receive a written pay statement every time you receive your weekly or monthly wages. Along with information about how much you've been paid, your pay slip will tell you how much tax and National Insurance has been deducted, your tax code and your employee number.

You should keep every pay slip in a safe place. If you've worked for part of the year, or if you've just started a new job, you may have paid too much tax, so you will need these details to claim it back. If you don't get a pay slip, tell your manager or supervisor.

Health and safety information



An employer has a responsibility to look after your health and safety at work, so you should be told about any risks that you may come across in your place of work and where all the safety equipment is. Things you should know about include:

- where the fire exits are
- where you can find the first aid kit
- whether you need any special clothing or protection to do certain parts of your job

Before letting you use any pieces of equipment, your employer should make sure that you're fully trained on how to use it safely. Do not try to use any piece of equipment before you have been given this training.

Harassment, bullying and discrimination

All employees are entitled to work in a place that is free from discrimination and bullying, no matter how long you have been working there. There are laws that are there to protect you, regardless of your age, gender, race, religion and sexuality. During your first few days, you should be told how a company deals with bullying and intimidating behaviour in the workplace and how they deal with a complaint. If you are being discriminated against at work, tell your manager as soon as possible.