

## **Employment advice in BSL**

Hello and welcome to this Citizens Advice BSL film about employment and your workplace rights.

You have lots of different workplace rights. This film tells you about:

- The help available if you're looking for work
- Your basic rights at work
- What to do if you have a problem at work

You can find lots more information about other issues to do with employment on our website at [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk).

Or you can go to your local Citizens Advice Bureau (CAB). You can find your nearest CAB by searching online at [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

To find out more about making an appointment at your local Citizens Advice Bureau, see our BSL film "**Introducing Your Citizens Advice**".

### **If you are looking for work**

The government wants to make it easier for Deaf people to get and keep good jobs. If you are looking for a job, your local Jobcentre Plus can help you.

You might have found it difficult to get a job, or had problems when you are at work. Citizens Advice has helped many Deaf clients who have been in this situation.

For example, there might be issues with things like:

- going to meetings
- needing special computer equipment
- needing training
- needing communication support at an interview for a new job.

### **Access to Work**

If you're looking for work or have just got a new job then there is a government scheme called Access to Work which gives support to the disabled person and might be of help to you. Access to Work helps disabled people and employers to work out what changes are needed to help the disabled person do their job. They might be able to provide some money to pay for changes.

Access to Work might be able to help with providing things like a textphone, minicom or computer equipment, or a BSL interpreter for an interview.

It is your responsibility to contact Access to Work. When you apply to them, they will contact you and your employer to work out the best support for you.

If you are starting a new job, you should contact Access to Work as soon as you can. You can find out more about Access to Work by searching on the Directgov website at: [www.gov.uk/access-to-work/overview](http://www.gov.uk/access-to-work/overview) , and find your nearest Jobcentre Plus at: [www.gov.uk/contact-jobcentre-plus](http://www.gov.uk/contact-jobcentre-plus)

## **Your rights at work**

When you are working you have a number of basic rights which your employer should give you.

Your basic rights at work include:

- The right to be at least national minimum wage for the work you do
- The right to be paid the amount you have agreed with your employer
- The right to be statutory sick pay when you are off sick
- The right to be receive 5.6 weeks paid holiday
- The right not to have your contract changed without your permission
- The right to 20 minutes rest if you work for six hours
- The right not to be discriminated against

The law says that your employer must not discriminate against you because of your disability, race sex, transgender status, religion or belief, age, maternity or pregnancy or sexual orientation. If you are deaf you are very likely to be viewed as disabled by the law. This means that your employer must not treat you worse than other people because you are Deaf. Your employer also must not discriminate against you if you are looking for work and apply for a job with them.

If you would like more information about your right not to be discriminated against, please see <https://www.equalityadvisoryservice.com>

Depending on exactly what work you do and how long you've been at work you might also be entitled:

- to be paid redundancy pay
- not to be unfairly dismissed
- to 12 months maternity leave
- to 2 weeks paternity leave
- Time off to deal with unexpected problems for people that you care for. This might be, for example, if they have an accident.

For example, if your employer wants to make people redundant, they have to follow a certain process to make sure it's as fair as possible.

You also have the right to join a trade union if you want to. But you also shouldn't be treated badly if you decide not to join a union. You can find out more about trade unions on the TUC website at [www.worksmart.org.uk](http://www.worksmart.org.uk).

You might also want to think about asking your employer to organise deaf awareness training for your workplace.

## **What to do if you have a problem at work**

If you have a problem at work, you should try talking about it informally with your employer first. Think about what the problem is and how you want to resolve it and then discuss this with your employer.

If this doesn't help, you could submit a grievance. This means writing to your employer to tell them what the problem is. If you need to, you could ask a friend or work colleague to help you write your

grievance. Your employer should then have a meeting to discuss the situation with you, give you an outcome in writing and give you the right of appeal.

You have the right to be accompanied to any grievance meeting by a colleague or trade union rep.

Employers often have a written grievance procedure which you should follow. If not, you should both follow the Advisory, Conciliation and Arbitration Service (ACAS) code of practice on discipline and grievance, available at [www.acas.org.uk/index.aspx?articleid=2175](http://www.acas.org.uk/index.aspx?articleid=2175)

If the situation is not resolved through a grievance, you might want to think about taking your case to an employment tribunal. This is a court that can decide on employment problems.

Don't wait too long before taking action. There are strict time limits for submitting claims to the employment tribunal. Before bringing a claim you must contact ACAS and ask them to try to resolve your situation with your employer. Usually you have three months minus one day after the incident which you are complaining about took place to contact ACAS [www.acas.org.uk](http://www.acas.org.uk)

If you have a problem at work and would like information and advice you can visit your local CAB. You can find more information or find your local CAB on our website at: [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

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### **To sum up**

When you are working the law gives you rights about what you are entitled to and how you should be treated.

As a disabled person, there is extra help you can get to find and keep a job.

You can get help from your local Jobcentre Plus, Access to Work and your local Citizens Advice Bureau. We've helped lots of people in similar situations, so don't worry about coming to ask for advice – we're here to help.

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