

## 6. Employing and managing people

### 6.14 Family friendly policies

Organisations should be committed to equality of opportunity in employment and fostering an environment in which employees can balance work and family life.

It is important that staff are made aware of the various family friendly policies and such a policy will provide staff with all the appropriate information and sets out the procedure, which must be followed.

#### **Family friendly policies**

The following information sheets outline the range of family friendly policies that should be available.

##### **6.14.1 Maternity policy**

Organisations should have a policy setting out a pregnant employee's rights to maternity leave and maternity pay, which takes into account minimum statutory entitlements as well as arrangements during and after pregnancy. An employer must not subject an employee to a disadvantage or dismiss her for a reason relating to her pregnancy.

##### **6.14.2 Paternity policy**

Organisations should have a policy setting out an employee's rights to paternity leave and paternity pay, which takes into account minimum statutory entitlements. An employer must not subject an employee to a disadvantage or dismiss him or her for taking, or seeking to take, paternity leave.

##### **6.14.3 Adoption policy**

Organisations should have a policy setting out an employee's rights to adoption leave and adoption pay, which takes into account minimum statutory entitlements. An employer must not subject an employee to a disadvantage or dismiss him or her for taking, or seeking to take, adoption leave.

##### **6.14.4 Right to request flexible working policy**

Organisations should have a policy setting out an employee's rights to flexible working, which takes into account minimum statutory entitlements.

## Further information

ACAS

Tel: 08457 474747

[www.acas.org.uk](http://www.acas.org.uk)

Business Link

Tel: 0845 600 9 006

[www.businesslink.gov.uk](http://www.businesslink.gov.uk)

HMRC Employer Helpline

Tel: 0845 7143143

WCVA / Wales TUC Cymru

*The good employment code*

Tel: 0800 2888 329

[www.wcva.org.uk](http://www.wcva.org.uk)

Wales TUC Cymru

Tel: 029 20 347010

[wtuc@tuc.org.uk](mailto:wtuc@tuc.org.uk)

[www.wtuc.org.uk](http://www.wtuc.org.uk)

### Disclaimer

The information provided in this sheet is intended for guidance only. It is not a substitute for professional advice and we cannot accept any responsibility for loss occasioned as a result of any person acting or refraining from acting upon it.

### For further information contact

**Flintshire Local Voluntary Council**

Unit 3, Mold Business Park, Wrexham Road, Mold, Flintshire, CH7 1XP

Registered Charity: 1062644

Tel: 01352 744000

[info@flvc.org.uk](mailto:info@flvc.org.uk)

Fax: 01352 750351

[www.flvc.org.uk](http://www.flvc.org.uk)

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Tel: 0300 111 0124  
[www.wcva.org.uk](http://www.wcva.org.uk)