

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

Business Link

Tel: 0845 600 9 006

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

Wales TUC Cymru

Tel: 029 20 347010

wtuc@tuc.org.uk

www.wtuc.org.uk

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