

## **YOUR RIGHTS at WORK:**

### **(AND HOW TO GET HELP)**

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 £31.57 per week (or £4.51 per day) of your pay for accommodation that they provide for you if they are paying you below the minimum wage. This money is known as 'accommodation offset'.

Please contact the National Minimum Wage helpline for the latest figure.

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, speaking to their Pay and Work Rights Helpline, on 0845 955 5105 or 0800 917 2368 or via [www.dti.gov.uk](http://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](http://www.rec.uk.com) 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](http://www.gla.gov.uk) or calling the GLA on 0845 602 5020. You can also call Crimestoppers on 0800 555 111.