



Checklist of recommendations for INDIVIDUALS

- ✓ Look up the statutory defined differences between employee, worker and self-employed. You may find you are entitled to employee benefits that you were not aware of: <https://www.gov.uk/employment-status>
- ✓ Join your union! If you do have an employment grievance and decide to make an independent claim to an employment tribunal (see below), your union can provide legal and financial support.
- ✓ If you feel you have been treated unfairly in the workplace or subjected to discrimination you can make an independent formal complaint to an employment tribunal. You must make this within three months of the incident taking place. The Citizens Advice Bureau provides a step-by-step guide including a link to the ET1 form needed to make a claim: <https://www.citizensadvice.org.uk/work/problems-at-work/employment-tribunals/starting-an-employment-tribunal-claim/>
- ✓ As well as through the unions and the Citizens Advice Bureau, individuals can seek guidance through the Acas helpline: <http://www.acas.org.uk/index.aspx?articleid=2042>
- ✓ Join support groups, guilds and networks including Raising Films and Women in Film and Television.
- ✓ Workers/employees: find out what financial support you can get for childcare through either the Child Tax Credit or a Childcare voucher scheme: <https://www.gov.uk/help-with-childcare-costs>.
- ✓ Self-employed workers can apply for tax-free childcare vouchers directly via HMRC. This currently applies to children who are aged under four on 31st August 2017 or who are disabled and under 17 years old. There are issues with this policy and, following wider criticism of the legislative framework (TUC 2017; Taylor 2017), we call for a review of this measure. However, if you are eligible you can apply to this scheme here: <https://childcare-support.tax.service.gov.uk/>
- ✓ Pregnant employees or on short term PAYE contracts have the right to ask their employer to act to protect their health and safety in the workplace and the right to reasonable, paid time off for antenatal care. They are also protected by the Equality Act against unfair treatment and unfair dismissal because of pregnancy.
- ✓ In recruitment, employers should not ask an individual if they are pregnant, if they are planning to have children or, if they have children, what their childcare arrangements are.

