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 outs 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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