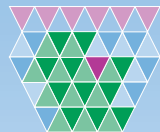


# *your* first job



the **moray** council

# Starting your first job

## Key points

- Prepare for your first day at work and it will be much easier.
- You should be prepared to learn about the rules that your new workplace has, and to follow them.
- In work you can be expected to be treated fairly and you should treat your colleagues fairly too.
- There are rules about how many hours you can work and what time off you can have.
- Employees are entitled to be paid at least the National Minimum Wage, this varies depending on your age and whether or not you're an apprentice.
- Employees are legally entitled to a Written Statement of the main terms and conditions of employment within two calendar months of starting work.
- This written statement or contract of employment is an agreement between you and your new employer explaining what your rights and responsibilities are.



# **Your first day**

The first day in a new job can be frightening, for some, and doing some basic preparation can really help.

## **Getting there**

Before you start your new job make sure you know where you're supposed to be and how you'll get there. If you're using public transport check the options and times the day before or ask if there is parking available if you are going to drive.

Remember the location of your interview may be different than where you end up working so it's best to check.

## **Being on time**

It is important to make sure you are on time in your new job, not only because your employer and colleagues will be relying on you to be there, but also as many organisations may have rules about lateness. Ask your new employer in advance what time you need to start so you can show up on time and make a good first impression.

## **Lunch and break times**

There will be rules within your workplace in regards to lunch and break times. In most workplaces you have to work for at least 4 hours before being allowed a coffee / tea break.

If working full-time you are allowed to have 30 minutes for a meal break. Try to keep within break times for using the toilet, but if you have to go in between times please don't leave your work station too often and in some circumstances you may have to tell your supervisor so someone can cover your work during that time.

## Take along to your employer

It is recommended that you provide your employer with a copy of your:

- National Insurance number
- bank account details
- emergency contact details
- GP details
- medication / health conditions

## What to wear

Many organisations will expect their staff to dress in a certain way and you should try to find out before your first day what is appropriate clothing for your new workplace. You might be working somewhere that has a uniform which should make the decision of what to wear quite easy. In other workplaces you may be expected to wear smarter clothing, jeans and t-shirts may not be allowed.

## Dress code

Dress codes are often used in the workplace and there are many reasons why an employer may have one, for example workers may be asked to wear a uniform to communicate a corporate image and ensure that customers can easily identify them. Often an employer will introduce a dress code for health and safety reasons, for example health care workers may not be allowed to wear jewellery for safety reasons when around patients and certain clothing may not be allowed in factories while operating machinery.

## Tattoos and body piercings

Employers may wish to promote a certain image through their workers which they believe reflects the ethos of their organisations. Sometimes this can mean that they ask workers to remove piercings or cover tattoos while at work.

## Personal Hygiene

Be aware of your personal hygiene it is important to have a clean and tidy appearance.

## Induction

Many employers will give new members of staff an induction on the first day, this is to welcome you to the organisation. Inductions vary from place to place but generally include basic information about where you are working and what you will be doing. This includes some of the things we've already mentioned such as what the dress code is and where the staff canteen is. It should also give you information on the goals of the organisation, the job you will be doing and the rules you'll be expected to follow.

## Following the rules

Your new employer will probably have a series of rules (which might be called policies) which set out how they expect employees to do their job and act while in the workplace. You might be given these in the form of a staff handbook or be referred to a webpage to read about them, sometimes you might even receive training on some of the rules as part of your induction. It is important that you make yourself aware of any rules the organisation has and try to follow them.

If you're not sure how to do something or why you're doing it then ask your supervisor or a colleague.

## Use of telephone / mobile phones

Do not use the employer's phone for making or receiving personal calls without their permission. Their number should only be given out to family in case of an emergency.

Switch off your mobile phone when at work and leave in your bag or locker. If waiting for an important call **ASK** the employer if you can have your phone switched on.



# Getting treated fairly at work

When you start your new job you can expect to be treated fairly by your employer and colleagues and not be discriminated against or harassed. You should also ensure that you do not treat your colleagues unfairly. There are laws to protect you and your colleagues from that sort of behaviour and often your employer will have rules about how to act in the workplace to try to stop discrimination and harassment.

Sometimes bullying might take place in the workplace. Bullying might be physical, for example someone hitting you, or it might be verbal. In the workplace it is more likely to be verbal and this might include someone repeatedly making jokes about you, calling you names, criticising you or your work or excluding you from the team.

If you think this has happened to you, or you see it happening to your colleagues you should speak to someone you feel comfortable talking to about your concerns.

This may be your manager, a colleague, a Trade Union or staff representative, your employee assistance programme or other sources of support such as a helpline. You could describe the behaviour you've been experiencing and get their opinion of whether it may constitute bullying or harassment.

You are not on your own. There are a number of sources of help and advice. Searching the internet will identify a number of useful websites. For example: ACAS [www.acas.org.uk/](http://www.acas.org.uk/) or telephone: 0300 123 1100. Advice for both employees and employers



# Acceptable behaviour at work

Being treated fairly in the work place is everyone's responsibility and everyone needs to have an awareness or consideration of diversity and of acceptable behaviour.

Some examples of unacceptable behaviour are included below:

- Aggressive or abusive behaviour, such as shouting or personal insults
- Spreading malicious rumours or gossip, or insulting someone
- Unwanted physical contact
- Offensive comments or body language

Many organisations will have a code of conduct. You should get to know the contents and meaning of the code of conduct. The purpose of a code of conduct is to develop and maintain a standard of conduct that is acceptable to the company, its vendors, customers and other employees. Although they will differ from industry-to-industry, the conduct code includes behaviour guidelines that are consistent with company policies and reflect how the company perceives its image.

It also serves to remind the employee of what is expected of them, and that their actions, appearance, conduct and demeanour will affect the company and their career.

You should ask your manager to explain anything that you don't understand.



