



Employment Rights Act 1996

1996 CHAPTER 18

PART I

EMPLOYMENT PARTICULARS

Right to statements of employment particulars

3 Note about disciplinary procedures and pensions.

- (1) A statement under section 1 shall include a note—
 - (a) specifying any disciplinary rules applicable to the employee or referring the employee to the provisions of a document specifying such rules which is reasonably accessible to the employee,
 - [^{F1}(aa) specifying any procedure applicable to the taking of disciplinary decisions relating to the employee, or to a decision to dismiss the employee, or referring the employee to the provisions of a document specifying such a procedure which is reasonably accessible to the employee,]
 - (b) specifying (by description or otherwise)—
 - (i) a person to whom the employee can apply if dissatisfied with any disciplinary decision relating to him [^{F2}or any decision to dismiss him], and
 - (ii) a person to whom the employee can apply for the purpose of seeking redress of any grievance relating to his employment, and the manner in which any such application should be made, and
 - (c) where there are further steps consequent on any such application, explaining those steps or referring to the provisions of a document explaining them which is reasonably accessible to the employee.
- (2) Subsection (1) does not apply to rules, disciplinary decisions, [^{F3}decisions to dismiss] grievances or procedures relating to health or safety at work.
- (3) ^{F4}.....

Status: Point in time view as at 01/04/2014. This version of this provision has been superseded.

Changes to legislation: Employment Rights Act 1996, Section 3 is up to date with all changes known to be in force on or before 25 July 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details)

- (4) ^{F4}
- (5) The note shall also state whether there is in force a contracting-out certificate (issued in accordance with Chapter I of Part III of the ^{M1}Pension Schemes Act 1993) stating that the employment is contracted-out employment (for the purposes of that Part of that Act).

Textual Amendments

- F1** S. 3(1)(aa) inserted (1.10.2004) by Employment Act 2002 (c. 22), **ss. 35(2)**, 55(2); S.I. 2004/1717, **art. 2(2)** (subject to art. 3)
- F2** Words in s. 3(1)(b)(i) inserted (1.10.2004) by Employment Act 2002 (c. 22), **ss. 35(3)**, 55(2); S.I. 2004/1717, **art. 2(2)** (subject to art. 3)
- F3** Words in s. 3(2) inserted (1.10.2004) by Employment Act 2002 (c. 22), **ss. 35(4)**, 55(2); S.I. 2004/1717, **art. 2(2)** (subject to art. 3)
- F4** S. 3(3)(4) repealed (1.11.2004) by Employment Act 2002 (c. 22), **ss. 36**, 54, 55(2), **Sch. 8**; S.I. 2004/1717, **art. 2(2)** (subject to art. 3); S.I. 2004/2822, **art. 2(b)**
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Marginal Citations

- M1** 1993 c. 48.

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