



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 [^{F1}the worker] or referring [^{F1}the worker] to the provisions of a document specifying such rules which is reasonably accessible to [^{F1}the worker],

[^{F2}(aa) specifying any procedure applicable to the taking of disciplinary decisions relating to [^{F3}the worker], or to a decision to dismiss [^{F3}the worker], or referring [^{F3}the worker] to the provisions of a document specifying such a procedure which is reasonably accessible to [^{F3}the worker],]

(b) specifying (by description or otherwise)—

(i) a person to whom [^{F4}the worker] can apply if dissatisfied with any disciplinary decision relating to him [^{F5}or any decision to dismiss him], and

(ii) a person to whom [^{F6}the worker] 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 [^{F7}the worker].

(2) Subsection (1) does not apply to rules, disciplinary decisions, [^{F8}decisions to dismiss] grievances or procedures relating to health or safety at work.

^{F9}(3)

Changes to legislation: Employment Rights Act 1996, Section 3 is up to date with all changes known to be in force on or before 14 May 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) View outstanding changes

^{F9}(4)

^{F10}(5)

Textual Amendments

- F1** Words in s. 3(1)(a) substituted (6.4.2020) by [The Employment Rights \(Miscellaneous Amendments\) Regulations 2019 \(S.I. 2019/731\)](#), regs. 1(2), 7 (with reg. 15)
- F2** 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)
- F3** Words in s. 3(1)(aa) substituted (6.4.2020) by [The Employment Rights \(Miscellaneous Amendments\) Regulations 2019 \(S.I. 2019/731\)](#), regs. 1(2), 7 (with reg. 15)
- F4** Words in s. 3(1)(b)(i) substituted (6.4.2020) by [The Employment Rights \(Miscellaneous Amendments\) Regulations 2019 \(S.I. 2019/731\)](#), regs. 1(2), 7 (with reg. 15)
- F5** 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)
- F6** Words in s. 3(1)(b)(ii) substituted (6.4.2020) by [The Employment Rights \(Miscellaneous Amendments\) Regulations 2019 \(S.I. 2019/731\)](#), regs. 1(2), 7 (with reg. 15)
- F7** Words in s. 3(1)(c) substituted (6.4.2020) by [The Employment Rights \(Miscellaneous Amendments\) Regulations 2019 \(S.I. 2019/731\)](#), regs. 1(2), 7 (with reg. 15)
- F8** 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)
- F9** 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)**
- F10** S. 3(5) omitted (6.4.2016 unless brought into force earlier by an order under s. 56(1) of the amending Act) by virtue of [Pensions Act 2014 \(c. 19\)](#), s. 56(4), **Sch. 13 para. 67**

Changes to legislation:

Employment Rights Act 1996, Section 3 is up to date with all changes known to be in force on or before 14 May 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.

[View outstanding changes](#)

Changes and effects yet to be applied to the whole Act associated Parts and Chapters:

Whole provisions yet to be inserted into this Act (including any effects on those provisions):

- Pt. 8 Ch. 5 inserted by [2023 c. 20 Sch. para. 2](#)
- Pt. 8A Ch. 1 heading inserted by [2023 c. 46 s. 1\(3\)](#)
- Pt. 8A Ch. 2 inserted by [2023 c. 46 s. 1\(4\)](#)
- Pt. 8A Ch. 3 inserted by [2023 c. 46 s. 2](#)
- Pt. 8A Ch. 4 inserted by [2023 c. 46 s. 3\(2\)](#)
- s. 43K(1)(ca) and word omitted by [2013 c. 24 s. 20\(5\)](#) (This amendment not applied to legislation.gov.uk. The insertion of s. 43K(1)(ba) by S.I. 2006/1056, Sch. para. 7 is to come into force on the day on which 2005 asp 13, s. 20 comes into force and that provision has never been brought into force)
- s. 43K(2)(ba) omitted by [2013 c. 24 s. 20\(6\)](#) (This amendment not applied to legislation.gov.uk. The insertion of s. 43K(1)(ba) by S.I. 2006/1056, Sch. para. 7 is to come into force on the day on which 2005 asp 13, s. 20 comes into force and that provision has never been brought into force)
- s. 47C(2)(cc) inserted by [2023 c. 20 Sch. para. 22](#)
- s. 47H inserted by [2020 c. 7 Sch. 7 para. 9](#)
- s. 47AA inserted by [2008 c. 25 s. 37](#)
- s. 47EA inserted by [2023 c. 46 Sch. para. 4](#)
- s. 47EB inserted by [2023 c. 46 Sch. para. 5](#)
- s. 48(1C) inserted by [2020 c. 7 Sch. 7 para. 10\(a\)](#)
- s. 48(1C) inserted by [2023 c. 46 Sch. para. 6\(2\)](#)
- s. 48(1D) inserted by [2023 c. 46 Sch. para. 6\(3\)](#)
- s. 49(8) inserted by [2020 c. 7 Sch. 7 para. 11\(b\)](#)
- s. 49(8) inserted by [2023 c. 46 Sch. para. 7\(4\)](#)
- s. 49C inserted by [2017 c. 16 s. 32\(4\)](#)
- s. 75I(3)(g) and word inserted by [2023 c. 20 Sch. para. 23\(b\)](#)
- s. 80C(2)(bc) inserted by [2023 c. 20 Sch. para. 24\(2\)](#)
- s. 80C(4)(bc) inserted by [2023 c. 20 Sch. para. 24\(3\)](#)
- s. 80EB(2)(f) and word inserted by [2023 c. 20 Sch. para. 25\(b\)](#)
- s. 99(3)(cc) inserted by [2023 c. 20 Sch. para. 28](#)
- s. 101B inserted by [2008 c. 25 s. 38](#)
- s. 104H inserted by [2020 c. 7 Sch. 7 para. 14](#)
- s. 104CA inserted by [2023 c. 46 Sch. para. 9](#)
- s. 105(4B) inserted by [2008 c. 25 s. 39\(3\)](#)
- s. 105(7BC) inserted by [2020 c. 7 Sch. 7 para. 15](#)
- s. 105(7BAA) inserted by [2023 c. 46 Sch. para. 10](#)
- s. 108(3)(gia) inserted by [2023 c. 46 Sch. para. 11](#)
- s. 108(3)(de) inserted by [2008 c. 25 s. 39\(4\)](#)
- s. 108(3)(gn) inserted by [2020 c. 7 Sch. 7 para. 16](#)
- s. 110(3A) inserted by [2002 c. 22 s. 44](#)
- s. 205A(2)(ba) inserted by [2023 c. 46 Sch. para. 16\(2\)](#)
- s. 205A(8A) inserted by [2023 c. 46 Sch. para. 16\(3\)](#)
- s. 225(7)(8) inserted by [2023 c. 46 Sch. para. 17](#)
- s. 227(1)(zb)(zc) inserted by [2023 c. 46 Sch. para. 18](#)