



Union



Representatives

YOUR HANDBOOK

CONTENTS

Congratulations	5
Your role as a union equality representative	6
Get ready	8
Get started	11
Keep going	16

Congratulations on being elected a Union Equality Representative

As a union equality representative you are an important part of the union team, promoting equality in the workplace and community. Some union equality reps will also be shop stewards, safety or union learning reps, while others will be union equality reps only. Some will be general equality representatives, while others will be more specialist eg women's rep, disability champion, black members' rep, young members, LGBT, or harassment listening support rep. While union equality reps currently have no legal rights to time off, UNITE has negotiated agreements with employers, the role is included in our rules, and the campaign for statutory rights for union equality reps continues. **The union's aim is for all workplaces to have a union equality rep**, with a network of equality reps in larger workplaces, for all union reps to attend union equality courses, and for every branch to have a Branch Equality Rep on the committee.

Your role as a union equality representative is to:

- work alongside other union reps such as shop stewards, union learning reps, safety reps and branch officers to recruit, organise, represent and involve all members
- be aware of harassment, discrimination and equality issues in your workplace and community
- check how representative the workforce and union membership are of the community, and organise with others to identify and remove barriers to equality
- listen to members' equality issues and concerns, and link up with the shop steward and other union reps to help address them
- be involved in discussions with other union reps and members on priorities for pay and bargaining with management, so that everyone is aware of the need to prevent discrimination and injustice
- check policies and agreements with shop stewards to keep them up-to-date with equality legal changes and good practice
- build involvement of under-represented members and encourage diversity in union reps, so that all workers are involved and represented

- play your part with others in taking forward key union campaigns such as equal pay, family friendly and flexible working, zero tolerance of harassment and bullying, and equality for migrant and agency workers

Remember, as an elected union equality rep, you are entitled to back-up and support from your union UNITE :

- from other union reps
- from union equality reps education courses
- from your UNITE officer
- from the Regional Women's & Equalities Organiser – if you aren't sure about anything, don't worry on your own, make contact

As soon as you are elected make sure you let the union know nationally and regionally so that you can get support and information. Finally, it is important to remember that shop stewards have the authority to negotiate in the workplace so **you can only enter negotiations when you have the agreement of your shop steward.**

Your Action Plan

The Action Plan on the back cover will help you to think about what support already exists and what you, alongside shop stewards need to negotiate for. It will also help you with your agenda for promoting equality. If you have any queries about your role, no matter how small you can speak in confidence to your Regional Women's & Equalities Organiser.

Get ready

- Win support in your **workplace and branch** for union equality reps
- Arrange to go on union **equality education**
- Shop steward/officer to **agree facilities for paid time off** from the employer for union equality reps
- Carry out an **equality audit** as part of organising union members

1. Facilities and Time off Agreement for union equality reps

Currently there are no legal rights for union equality reps. Therefore to be able to carry out your duties you need support from other union reps and members to achieve agreed facilities and paid time off. You can also use the ACAS Complimentary Guide to its Code of Practice on time-off for trade union duties and activities. Where you already have paid time off as a shop steward, safety or learning rep, you will need additional time to promote equality. Paid time off could be for:

- Listening to members' equality issues and concerns
- Preparing for representation and negotiation
- Keeping in touch with members
- Organising and recruiting
- Taking part in the wider union
- Union Education and Training
- Mapping the workplace
- Audits and monitoring

Facilities could include access to:

- a private space to meet your members
- a desk and a filing cabinet
- a telephone
- a fax
- a computer with internet and email
- information
- notice boards

For further information refer to “Facilities and Time Off for Union Equality Reps”, which includes a model agreement and ACAS trade union representation in the workplace – a guide to managing time-off, training and facilities.

2. Carry out an Equality Audit as part of Organising union members

Organising is at the heart of the union. To be a vibrant organisation we need to recruit, retain, organise and represent in new areas of work and with new workers, as well as strengthening existing

union organisation through 100% organising campaigns. Many of the workers being organised today are working in vulnerable jobs, employed through agencies as temporary, short-term contract or casual workers and many are migrant workers.

– Linking up with our experience over many years ...

Unite has been formed from unions with a proud history of organising all workers, making a difference through building unity: **men and women together in the union, young workers and older workers supported, and a high proportion of black, Asian and ethnic minority workers.**

In recent years, **disabled members** have increasingly organised for recognition within the union movement, and **lesbian, gay, bisexual and transgender (LGBT)** members have built on new legal rights with increasing confidence and strength.

– Building a Diverse Membership

Encouraging all workers to join the union will build strength in the workplace, make the union more representative and increase our bargaining power with the employer. Often, due to the fact that they can be discriminated against based on gender, race, disability, age and sexuality, these workers are more likely to join the union than others. Once the mapping of the workplace has been undertaken, if it is noticeable that certain people are not being recruited, this may be an issue to take up with the employer.

– Involving All Members and Identifying Leaders

With a diversity of membership, it is important to ensure that all voices are heard. All union members want the union to help them

in taking up their issues in the workplace but often women, black members, disabled members, young members, LGBT members and older members may have different issues of concern. It is key for union equality reps to reflect the diversity of the workforce.

– As a union equality rep you need to start by carrying out an equality audit:

- equality mapping your workplace
- identifying equality issues
- building members' involvement
- checking impact of changes at work on equality through regular equality audits or equality impact assessments

Use the Equality Audit and Monitoring form at the back of this Handbook.

For further information refer to “Pay Up! Organising for Fair Pay and Equality Audits”

Get started

- **Raise awareness** of equality issues
- Make sure members facing discrimination are **represented**
- Discuss getting equality on the **bargaining** agenda

3. Raise awareness of equality issues

Discrimination affects everyone in the workplace whether they are its target or not and tackling equality issues benefits everyone. An important part of your role is to raise awareness of equality issues for

all. For example family friendly policies benefit both men and women and also disabled workers who require flexible working. UNITE's web-site, leaflets and posters can help. If you want more support, contact your Regional Women's & Equalities Organiser.

As a union equality rep you need to look out for when your members receive different treatment or lack equal opportunities, and bring it to the shop stewards' notice. You should also ensure that your members are not subject to unwanted conduct which can amount to harassment. Where there is under-representation you need to encourage positive steps such as action on recruitment, retention, promotion and training paying special attention to part-time, agency and migrant workers.

4. Ensure all members are Represented

All our members rely on union support and should be represented when they are faced with problems at work. Issues may be collective and individual. You may be asked by the shop steward to assist as a union equality rep in representing members facing discrimination. By representing members we ensure their rights are upheld and provide full support in the process. This will lead to members' trust which is a great benefit to union organising and recruitment campaigns. It will also show employers our strength and commitment as an organisation.

Remember, if you are approached directly by a member needing representation **you need to contact the shop steward to arrange representation**. As a union equality rep, you are accountable alongside other reps to the union members, and the branch, and must report back.

As a Union Equality Rep, you can work with other reps to ensure the agreed procedures for dealing with discrimination and harassment, including Grievance and Disciplinary procedures are fair, known, understood and followed. When dealing with complaints of discrimination and harassment, the HDB(1) Report Form must be used (a copy is included in this booklet) and:

- members must feel they can come to the union about harassment, discrimination and bullying in confidence
- listening skills will be used in interviewing the member
- the case will be established fairly, recognising the law and best practice
- a plan of action will be decided with the member and reviewed
- grievance procedures will be used and legal time limits followed (where appropriate, tribunal preparation and hearings will be taken into account)
- the member will be represented by the union at the meetings
- the aim is to ensure the employer takes discrimination and harassment seriously
- another UNITE representative will be arranged when the alleged harasser is also a UNITE member
- the HDB(1) Report Form will be filled in and a copy sent to your Officer, Regional Women's & Equalities Organiser and National Officer for Equalities
- if in any doubt about your role as a union equality rep, please contact your Regional Organiser for Women, Race and Equalities

For further information see "UNITE Guide to Dealing with Harassment, Discrimination & Bullying"

5. Equality on the Bargaining agenda

To get an idea of equality in your workplace, use the equality audit at the back of this handbook to help you identify issues for the bargaining agenda. From listening to members' issues and concerns and from this workplace equality audit, you can identify equality issues which need to be brought to the shop stewards' attention. For example:

- **Pay bargaining** – equal pay, age-related pay rates, pay and progression at work for black, Asian and ethnic minorities
- **Health and safety** – women's health, disability adjustments, health screening, breast and cervical cancer, sickle cell and thalassaemia
- **Languages** – sign language, ESOL, interpreting, translating and basic skills
- **Pensions** – women, part-timers, young workers, same sex partners
- **Working time** – black, Asian and ethnic minority women, part-time, shift work and overtime allocation and flexible working for those with caring responsibilities and as a disability access adjustment
- **Training** – workplace and union education
- **Dignity at work** – zero tolerance to all forms of harassment
- **Family policies** – representing all families

For more examples of bargaining issues see the section 6 on Promoting Equality for all Workers.

After highlighting the issues from the result of the audit, and discussing these with union shop stewards and members, the shop steward may invite you to assist with negotiating for new policies and procedures or updating existing ones. There is legislation that puts a duty on employers in the public sector to prevent and eliminate discrimination at work. This sets minimum standards for you to negotiate over and above. Our union supports equality in all areas, and it is vital to use this good practice in other industries and workplaces where UNITE organises so that you can get a better deal for your members.

The next step is to ensure the results and the action plans following an audit are reviewed and monitored regularly. **Members should be fully involved** so that all issues are addressed. Equal opportunities Committees play an important role in this process.

If you have any queries about your role as a union equality rep, contact your Regional Women's & Equalities Organiser.

For more information refer to UNITE guides and information on:

- ***Pay Up! Campaign – Unite Action Pack***
- ***Dealing with Harassment, Discrimination & Bullying***
- ***Family Friendly Rights***
- ***Women's Health, Safety and Well Being at Work***
- ***Race Equality – A Guide for Unite negotiators***
- ***Disability Equality at Work – A Unite Negotiators Guide***
- ***LGBT Equality – A Guide for negotiators***
- ***Trans Equality Briefing***
- ***Age Discrimination Guide***
- ***Religion or Belief Guide***
- ***Model Equal Opportunities Agreements***

And the next section of this Handbook "Keep Going".

Keep going

Promote equality for:

- **Women**
- **Black, Asian & ethnic minorities**
- **Disabled people**
- **Young and old**
- **Lesbian, Gay, Bisexual and Trans workers (LGBT)**
- **Migrant and Agency workers**
- **Carers**
- **Ex-offenders**

Create a **fairer working environment for all**

6. Promoting Equality for all Workers

To have a fair working environment you should aim to win for all your members. This section highlights key issues for members who are often under-represented and facing discrimination : women, black, Asian & ethnic minorities (BAEM), disabled, young, older, lesbian, gay, bisexual & transgender (LGBT), agency, migrant workers and ex-offenders.

➤ **Women** form almost half the workforce, perform the major part of domestic work and childcare. We still have a pay gap between men and women and women are concentrated in low paid jobs such as social care, administrative and secretarial work, retail, food production and in low paid, part-time work. When it comes to BAEM and disabled women they can face double discrimination.

The good news is that more women are joining UNITE. With this strength behind you to tackle women's discrimination, *Union Equality Reps need to organise with other union reps to look at:*

- Family friendly policies and flexible working
- Job segregation
- Equal pay
- Women and pensions
- Women's health
- Sexual harassment and violence
- BAEM women
- Representation of women in the union

Please refer to: "Together" UNITE women's magazine and the Guide to Women's Involvement and Unite Women's Charter.

➤ We have come a long way in regards to **Race Equality** but we still see discrimination and prejudice both at work and under-representation in the union. People from black and ethnic minority backgrounds are twice as likely to be unemployed. The pay gap is increasing and **BAEM** workers are more likely to work in low paid jobs in the service sector. Today we can see migrant workers, who make a great contribution to the economy, are either in tied-employment or end up in the low paid sector with long hours. BAEM migrant workers fare worse and it is harder for them to find well-paid jobs or even work in the first place. To tackle race discrimination and promote equality for BAEM workers, *Union Equality Reps need to organise with other union reps to look at:*

- Job segregation
- Lack of Progression

- Cultural and religious needs
- Extended leave
- Racial harassment
- Racist language
- Migrant workers' rights
- Health screening
- BAEM women

Please refer to: Race Equality – A Guide for Unite Negotiators, Guide to Building BAEM Involvement and Race Forward Action Pack.

➤ Most **Disabled people** develop their disability during their working life. We know that the rate of employment of disabled people is rising but so is the number of disabled people. However, it is still the case that many disabled workers find themselves in low paid, manual or part time work. It is a worry that those with mental health problems or learning disabilities find it harder to find jobs. Often disabled people face prejudice at the point of recruitment and workplace issues such as redundancy, agency working and lack of training affect them more.

Fortunately, disabled workers are more likely to join a union and UNITE's disabled membership is increasing. In line with UNITE policy, ***Union equality reps need to organise with other union reps to look at:***

- Disability access
- Workplace disability audits
- Reasonable adjustments
- Disability harassment
- Disability leave
- Flexible working

- Health and safety and disability equality
- Accessible transport

Please refer to: Disability Equality at Work – A Unite Negotiators Guide, Guide to Building Disabled Members’ Involvement and Stress and Mental Health at Work.

➤ **Age discrimination** can affect anyone and most people believe that age discrimination is the most common form of discrimination. Looking at where most **Young people** work for example in distribution, hotels and restaurants, we can see why pay is a vital bargaining issue. We are all too familiar with young people being labelled as unreliable and disloyal but the reality is that they are often not given interesting and challenging work or an opportunity to progress at work. When it comes to young women and BAEM workers, for them discrimination starts in their 20’s and it sets a pattern for the rest of their working lives.

Union equality reps need to organise with other union reps to ensure that young workers do not accept their experiences of bad employment practices as the norm, and that they are valued members of UNITE – taken seriously and encouraged to build greater involvement at work and in the union, *through looking at:*

- Age-related Pay Rates
- Hours
- Training
- Pensions
- Recruitment
- Health and safety
- Bullying of younger workers
- Young women & BAEM workers

Please refer to: Guide to Young Members' Involvement and Age Discrimination Briefing

➤ We cannot escape the ongoing demographic changes and the fact that by 2020 almost half the population will be over 50. Yet, **the age discrimination faced by older workers** continues and most unemployed older workers take a pay cut when they return to work.

UNITE's aim is for everybody to be able to retire and have security and dignity in retirement. Therefore, campaigning and negotiating for decent pensions is vital. However many workers have to continue working into their late 60's or beyond retirement for financial reasons and some do not want to retire when the employer chooses. So the issues of importance can include recruitment for older workers or part-time/flexible working opportunities. *Union equality reps need to organise with other union reps to look at how best to address age discrimination:*

- Discrimination
- Pay and hours of work
- Pensions
- Health
- Disability discrimination
- Older women
- Older BAEM workers
- Bullying
- Training

Please refer to: Age Discrimination Briefing and Guide to Benefits for Older People.

➤ Many assume that there are either none or only a small number of **Lesbian, Gay, Bisexual & Transgender (LGBT)** workers in our workplaces. But in reality there are at least 1.7 million LGB and

around 290,000 trans people at work in the UK. Many workers do not know about this because due to fear of bullying, harassment, dismissal, or lack of career progression many LGBT people do not “come out” at work, and can feel very isolated. Union equality reps can play a very important role in raising and highlighting the issues affecting LGBT members whether anyone has “come out” in the workplace or not. We need to encourage employers to create a positive environment where people feel safe, valued and respected. Black and ethnic minority lesbian, gay, bisexual & trans workers face double discrimination as do disabled workers and LBT women, so by addressing women’s equality, race and disability discrimination you can pave the way for acting on equality issues on sexual orientation and gender identity.

Union Equality Reps need to organise with other union reps to:

- audit policies and procedures, work benefits and services
- tackle homophobia, biphobia, transphobia and harassment
- ensure there are visible practices forwarding equality policies on sexual orientation and gender identity

Please refer to : LGBT Equality – A Guide for Negotiations and Trans Equality Briefing

➤ **Agency workers** have been exploited for many years, however, the Agency Workers Regulations 2010, now provides the right to equal treatment in relation to basic terms and conditions. Agency workers particularly include young, migrant, disabled, older and women workers in temporary jobs. The key issues for agency workers include: pay, pension schemes, sick leave and pay, maternity leave and pay, health and safety, holidays and working time, as well as discrimination.

Union equality reps need to support organising agency workers into the union, and organise with other union reps to ensure agency workers:

- are paid as their permanent counterparts
- are not dismissed without following procedure
- have equal rights to pension benefits
- receive maternity, paternity, adoption and carers leave and pay
- receive sick and holiday leave and pay
- have access to training and promotion, health and safety and reasonable adjustments
- become permanent after a negotiated period of service

Please refer to: Unite's The Case for Organising Agency Workers – Dispelling the Myths and Unite Beginners Guide to the Agency Workers Regulation 2010

➤ **Migrant workers** work in different industries and are often in jobs for which they are over qualified. Many work in low skilled jobs and appalling conditions. The main problems faced by migrant workers are:

- Low wages
- Illegal deduction from wages
- Long antisocial hours
- Health and safety
- Harassment and bullying
- Discrimination against migrant women workers
- Tied accommodation
- Language

Union equality reps need to support organising migrant workers into the union and organise with other union reps to ensure that migrant workers:

- receive the same pay and conditions as the rest of the workforce
- are not faced with racism
- where necessary, their learning needs are met

Please refer to : Migrant Workers Leaflet and Migrant Workers Helpline and leaflets in other languages

Many of our members are **Carers** looking after their children, partners, parents or other family members. Low pay, hours, shift work, retention, promotion and stress are some of the key issues faced by carers.

Union Equality Reps need to organise with other union reps to ensure:

- adequate and suitable flexible working arrangements
- non-discrimination or harassment on grounds of caring responsibilities
- an audit of policies and procedures
- a carers policy is negotiated
- information, support and adjustments are in place for recruitment, retention, promotion and for carers returning to work
- managers are trained and informed
- carers and the union are consulted

► **Ex-offenders** are faced with negative and distrustful attitudes in society and in the world of work. Unfortunately, it is common practice for many employers to dismiss or suspend ex-offenders, on many occasions on the basis of irrelevant previous convictions and cautions. While recognising Employers' responsibility to carry out Standard and Enhanced Disclosure checks for particular jobs for example, working with children and vulnerable adults and where national security might be at risk, some run, often illegal checks on job applicants, and around 40% say when recruiting they will exclude ex-offenders regardless of the circumstances. Ex-offenders are discriminated against at recruitment level, face unfair dismissal after Disclosure, and often end up in low paid and sometimes dangerous jobs.

As union equality reps your role in organising with other union reps is to prevent discrimination on grounds of an unrelated previous conviction and to encourage the employer to:

- show a commitment to the Disclosure Code of Practice
- have a written policy on recruitment of ex-offenders
- use the disclosure information and procedures fairly
- train those involved in recruitment

***Please refer to: NACRO – the largest charity in England and Wales focusing on prevention, offender management and resettlement.
www.nacro.org.uk***

If you need any information contact your Regional Women's & Equalities Organiser.

7. Creating a Fairer Working Environment for All

All the issues covered in this Handbook so far will help you to organise with other union reps to encourage your employer as well as your members to take equality seriously. With all the changes in the past few years and new legislation in place, now is the time to seek change in the culture at your workplace. Equality proofing your workplace will provide a healthy environment for all.

From the union's point of view workers' rights are implemented and your members are free from stress and ill health, harassment and bullying and they can enjoy their work and progress in their jobs.

From the employer's point of view, there will be better productivity and output, less absenteeism and the employer is less likely to face costly, time-consuming legal challenges.

UNITE has equalities rules to be followed by all its members.

That is why we have national and regional Women's, BAEM, Disabled members', LGBT and Young members' committees. We also have a rule on minimum proportionality which means the number of women and BAEM members represented on committees and at conferences should be at least proportionate to the number of women and BAEM members.

To achieve equality for your members at work and in the union you need to see what the union can and should do as well as ways you can encourage change. So you need to look at the targets set by the Women's, BAEM, Disabled members', LGBT and young members' committees:

➤ **Organising and recruitment** – involve, inform, train and target women and BAEM members, disabled and LGBT members, young and older members in organising and

recruitment campaigns. Link up with national and regional organising activities to ensure training is provided, and 100% and new organising are advanced with equality on the agenda.

➤ **Involvement and participation** – promote the representation and involvement of all members as shop stewards, branch secretaries, union officers and committee delegates; develop and promote the union's equality structures and encourage members' involvement in these committees.

Encourage members to get involved in union education and networking within the union, including support groups, and making links with other organisations by attending community events, meetings and conferences, inviting speakers.

➤ **Bargaining** – ensure that by auditing, reviewing agreements, policies and procedures, equality issues are on the agenda in your workplace.

Encourage women, BAEM, disabled, LGBT, young and older members to become union reps and delegates to national, regional and industrial committees. Establish a joint equal opportunities committee at the workplace. Work closely with other union reps on bargaining issues and ensure equality issues such as equal pay, family friendly, dignity at work policies and decent pensions for all are on the agenda at all levels.

➤ **Education and training** – work with the education department to ensure that general equality and specific courses such as women's and BAEM weekends are organised and all shop stewards and safety reps courses include equality. Ensure all union paid and lay officials are trained. Ensure that the education programme

is well publicised. Monitor course participants on grounds of gender, race, disability, LGBT and age and tackle under-representation.

► **Publicity** – promote equality materials such as guides and factsheets, posters and leaflets. You may wish to produce workplace-specific newsletters and materials. Use the union’s website to include links with relevant equality organisations. Ensure equality issues and workplace “wins” are published in the union’s journals. Ensure all UNITE publicity materials reflect women, BAEM, disabled, LGBT, young and older members. Develop involvement in national and regional equality events such as Pride, International Women’s Day, Black History Month and Disability History Month.

► **Campaigns** – continue to support UNITE Women’s, BAEM, Disabled members’, LGBT and Young members’ committees in leading and being involved in key campaigns with other unions and organisations such as Violence against Women coalition, Searchlight and Unite Against Fascism, Student Unions, Stonewall, Pensioners’ groups, Scope and TUDA, links with local trades union councils and Labour Parties, national and regional TUCs, Scottish TUC, Irish CTU, Wales TUC. Develop and initiate new campaigns to raise equality issues such as LGBT History Month, Women Chainmakers Festival. Build international links with other trade unions and through Global Union Federations, European and International TUC.

These are some dates that you can organise regional events to highlight equality issues

January

27th – Holocaust Memorial Day

February

LGBT History Month

March

8th – International Women's Day

May

1st – International Workers' Day

17th – International Day against Homophobia

June

18th - 24th – Carers Week

July

Pride Rally

August

12th – International Youth Day

September

Women Chainmakers Festival (celebrating successful minimum wage strike 1910)

October

Black History Month

1st – International Day of Older Persons

November

15th – International Day of Remembrance

22nd Nov - 22nd Dec – Disability History Month

25th – International Day for the Elimination of Violence against Women

Commemorating the founding of International TUC

Equal Pay Day

December

1st – World AIDS Day

3rd – International Day of Disabled People

18th – International Migrants Day

For more information look at:

- **Encouraging Women's involvement in UNITE**
- **National Women's Committee Campaigns**
- **Encouraging Black members' involvement in UNITE**
- **National BAEM Committee Campaigns**
- **Encouraging Disabled members' involvement in UNITE**
- **National Disabled Members' Committee Campaigns**
- **Encouraging LGBT members' Involvement in UNITE**
- **National LGBT Committee Campaigns**
- **Encouraging Young members' involvement in UNITE**
- **National Young Member's Committee Campaigns**

UNITE EQUALITY AUDIT – CURRENT WORKFORCE

This is an example of a basic form to conduct an equality audit of the workplace and identify potential discriminatory practices and issues to address.

Grade	Number of Workers							Total	
	Men	Women	Black, Asian & Ethnic Minority Workers	Disabled Workers	Aged 25 and Under	Aged 50+	Part time workers		
							Men		Women
Total									
%									

*An equality audit needs to include relevant information for your workplace. Therefore, you may need to add columns to include e.g. Migrant Workers, agency Workers, LGBT Workers or specific religions.

MONITORING RECRUITMENT, SELECTION, TRAINING AND PROMOTION

This is an example of a basic form to monitor equality in recruitment, selection, training and promotion and to identify issues to address.

JOB/TRAINING APPLIED FOR

NUMBER APPLIED				NUMBER INTERVIEWED				NUMBER APPOINTED/TRAINED										
M	W	BAEM	D	50	25	M	W	BAEM	D	50	25	M	W	BAEM	D	50	25	

M = Men **W** = Women **BAEM** = Black, Asian and Ethnic Minorities **D** = Disabled
50 = Aged 50 or over **25** = Aged 25 or under

HDB(1)

Strictly Private & Confidential



UNITE HDB(1) REPORT FORM FOR SHOP STEWARDS, UNION REPS AND OFFICERS TO REPORT CASES OF HARASSMENT, DISCRIMINATION AND BULLYING IMMEDIATELY

Please use the attached checklist and Unite support form when you interview the member

1. This is to report that I have been approached about a case of:

Harassment Discrimination Bullying

Employer _____

Branch _____

2. The case is on grounds of:

Sex Race Disability Sexual Orientation Age Trans Religion/Belief

Other (please give details) _____

3. I have been approached by:

The complainant The alleged harasser/bully

Other (please give details) _____

4. The complainant involved is a: Member Non-member

The alleged harasser/bully is a: Member Non-member

5. The date of the alleged harassment, discrimination or bullying was:

6. Action taken *including details of grievance taken through employer's grievance procedure*

7. Have you advised the member of the Unite Listening Support Network

Yes No

8. Proposed future action:

MEMBER'S DECLARATION

I confirm that I have been advised that a 3-month time limit (less one day) applies in a claim to the tribunal and that it is my responsibility to ensure the tribunal time limits are respected (6 months in the Republic of Ireland). I have also been advised that in the United Kingdom it is necessary to raise a grievance through the employer's grievance procedure before entering a claim to a Tribunal.

Signed: _____ (member) Date : _____

SIGNED: _____ (shop steward/officer)

NAME: _____

TELEPHONE/MOBILE: _____

EMAIL: _____

ADDRESS: _____

Please now send a copy of this form to:

1. Your local Unite officer
2. National Officers for Equalities: **Collette Cork-Hurst and Siobhan Endean**
collette.corkhurst@unitetheunion.org and **siobhan.endean@unitetheunion.org**
at: Unite Equalities, 128 Theobalds Road, London WC1X 8TN
3. Your Regional Women's & Equalities Organiser

North West	Helen Osgood	0161 669 8699
North East, Yorkshire & Humberside	Sue Pollard	0113 236 4830
West Midlands	Natalia Stepnowska	0121 553 6051
East Midlands	Maureen Scott-Douglas	0133 254 8400
South West	Karen Cole	0117 923 0555
South East	Mary Sayer	01865 595960
London & Eastern	Mel Whitter	020 8800 4281
Ireland	Taryn Trainor	Belfast 02890 232 381 Dublin 00353 1873 4577
Scotland	Elaine Dougall	0141 404 5424
Wales	Belinda Robertson	02920 394 521

Please see also "Unite Guidelines for Dealing with Harassment, Discrimination and Bullying"

UNION EQUALITY REPS' ACTION PLAN

Get ready

- Win support in your **workplace and branch** for union equality reps
- Arrange to go on union **equality education**
- Shop steward/officer to **agree facilities for paid time off** from the employer for union equality reps
- Carry out an **equality audit** as part of organising union members

Get started

- **Raise awareness** of equality issues
- Make sure members facing discrimination are **represented**
- Discuss getting equality on the **bargaining** agenda

Keep going

- Promote equality for :
 - **Women**
 - **Black, Asian & ethnic minorities**
 - **Disabled people**
 - **Young and old**
 - **Lesbian, gay, bisexual, trans workers (LGBT)**
 - **Migrant and Agency workers**
 - **Carers**
 - **Ex-offenders**

Create a **fairer working environment for all**

UNITE – the Union, 128 Theobalds Road, London WC1X 8TN

www.unitetheunion.org