



**Union**



**Representatives**

**YOUR HANDBOOK**

*“Equalities is at the centre of our Industrial Strategy and it is put firmly on the bargaining table. I understand the clear and urgent need for our union to action all Unite equalities policies to move forward. Union Equality Reps by Rule should be elected in every workplace and branch and play a very important role in building a strong campaigning union for all. We continue to call for collective statutory rights for all union equality reps who make a real difference in the workplace, in the wider community and in the union.”*

**Sharon Graham**

General Secretary

*“We are a union of thousands of union equality reps who make a significant difference across sectors. Our union equality reps have been at the heart of identifying issues and resolving them and have challenged employers who ignored equalities.*

*Full union rep rights have been successfully negotiated for Unite’s equality reps in some workplaces, however, they still have no legal rights to be at the bargaining table, to paid time off for training and to carry out their role effectively in tackling and preventing harassment and discrimination. We will end this second class status through negotiation and by continuing our campaign for statutory rights for union equality reps.”*

**Diana Holland**

Assistant General Secretary Equalities – Transport – Food & Agriculture

## **UNITE RULES ON UNION EQUALITY REPS**

*“The Union shall strive to have elected equalities representatives recognised and active in all workplaces and who participate in the work of the Union’s industrial structure.” (Rule 11.1)*

*“At each workplace the members employed at that workplace,*

shall elect from amongst themselves at least every three years one or more equality representatives.” (Rule 18.1)

“Each Branch shall have for its management ... an Equality Officer...” (Rule 17.7)

## **YOUR ROLE**

As a union equality rep you work alongside other union reps to promote equality, tackle discrimination and to recruit, organise, represent and involve all members, with support and assistance from the union, other reps, union education, your regional officer and regional Women’s & Equalities Officer.

## **YOUR RIGHTS**

“...Employers to consider the role of Union Equality Reps and needs for time off, facilities and training. Union Equality Reps can for example: promote diversity management, help ensure legal compliance, conduct audits, raise awareness and engage employers on equality issues...”

(ACAS guide to Trade Union Representation in the Workplace)

“Employers to consult with Union Equality Reps as a first step towards understanding the diverse needs of workers.”

(EHRC Employment Statutory Code of Practice)

“When obtaining information on pay, a Union Equality Rep can assist in the process.” (EHRC Code of Practice on Equal Pay)

“The next Labour government will ... give equalities reps statutory rights – so they have time to protect workers from discrimination.”

(The Labour Party Manifesto 2017 and 2019)

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# 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 advocate or rep, disability champion, black and Asian ethnic minority 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 a clear role for union equality reps in the bargaining process, 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 Officer – 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 **it is key for union equality reps to work with and alongside shop stewards.**

# 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 Officer.

## 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 full legal rights for union equality reps but Labour is committed to introducing them. 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 complementary 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 Unite Model Template Agreement for Union Equality Representatives, which includes a model agreement and ACAS guide to Trade Union Representation in the Workplace.***

## **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 and Asian ethnic minority workers.**

In recent years, **disabled members** have increasingly organised for recognition within the union movement, and **lesbian, gay, bisexual and trans+ (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 sex, race, disability, sexual orientation, age and gender identity, 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

and Asian ethnic minority 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” and “Guide to Workplace Equality Impact Assessments”*

## 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 Officer.

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 Officer and National Officer for Equalities
- if in any doubt about your role as a union equality rep, please contact your Regional Women's & Equalities Officer.

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

## 5. Equality on the Bargaining agenda

Unite puts equalities at the heart of its bargaining agenda through fully resourced Shop Steward-led Combines for every sector. Every Industrial Plan agreed by these Combines and ratified at their Sector Conference must include agreed bargaining targets for equalities. This is a strong and effective link between equalities and industrial sectors.

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 and Asian ethnic minorities
- **Health and safety** – women's health, disability adjustments, health screening, breast and cervical cancer, prostate cancer, sickle cell and thalassemia
- **Languages** – sign language, ESOL, interpreting, translating and basic skills
- **Pensions** – women, part-timers, young workers, same sex partners
- **Working time** – black and Asian 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 Officer.

***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 and 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 and Asian ethnic minorities (BAEM), disabled, young, older, lesbian, gay, bisexual & trans+ (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 and gender pay gap reporting
- 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. Black and Asian ethnic minority workers are twice as likely to be unemployed. The pay gap is increasing and Black and Asian ethnic minority 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 and flexible working
- Mental health and stress at work
- 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.***

➤ Many assume that there are either none or only a small number of **Lesbian, Gay, Bisexual & Trans+ (LGBT+)** workers in our workplaces. But in reality we work alongside many LGBT+ colleagues. However, 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 Asian 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/or gender identity

### ***Please refer to : LGBT+ Equality – A Guide for Negotiators and Trans+ Equality Briefing***

➤ **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, black and Asian ethnic minority 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
- Zero hours contracts
- Training
- Pensions
- Recruitment

- Health and safety
- Bullying of younger workers
- Young women & BAEM, disabled and LGBT+ workers

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

➤ We cannot escape the ongoing demographic changes and the fact that population growth is particularly in the over 50 age group.. 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 and pensions inequality
- Health and Disability Discrimination
- Older women
- Older BAEM workers
- Older LGBT+ workers
- Bullying
- Training

***Please refer to: Age Discrimination Briefing.***

➤ **Agency workers** have been exploited for many years, however, the Agency Workers Regulations 2010 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 – Summary of the law on Agency Worker Regulations 2010, and Work, Voice, Pay – Agency Workers Template***

➤ **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 prejudice, discrimination, bullying or harassment
- where necessary, their learning needs are met

***Please refer to: Unite Migrant Workers – Our Industrial Agenda, Migrant Workers Leaflet and Card, Unite membership forms 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 often faced with negative and distrustful attitudes in society and in the world of work. All too often, ex-offenders struggle to secure employment which increases the likelihood of re-offending. 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 50% 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 particularly, at recruitment level and to encourage the employer to:*

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

- ensure that all applicants' personal and sensitive information is treated confidentially and are either stored securely, if appointed, or destroyed, if not appointed.

***Please refer to: NACRO – the largest charity in England and Wales focusing on supporting, campaigning, resettlement and rehabilitation. [www.nacro.org.uk](http://www.nacro.org.uk)***

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

## **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 so that your employer as well as your members take equality seriously. With all the pressures of recent years and the Equality Act 2010 in place, now is more vital than ever to re-establish and re-affirm equality and to put it firmly back on the agenda. It is time to equality proof your workplace through Equality Impact Assessment to provide a fair and 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 and conferences. 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.

There are also designated seats for Disabled and LGBT+ members.

To achieve equality for your members at work and in the union you need to look at the priorities set by the Women's, BAEM, Disabled members', LGBT+ and young members' conferences and 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 particularly, women, BAEM, disabled, LGBT+, young and older members as shop stewards, branch secretaries, union officers, committee delegates and delegates to national, regional and industrial committees; 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 and making links with other organisations by attending community events, meetings and conferences, inviting speakers.

➤ **Bargaining** – ensure equality is not overlooked in bargaining on pay, terms and conditions - new ways of tackling old problems - and ensure that by auditing, reviewing agreements, policies and procedures, equality issues are on the agenda in your workplace. This is particularly important since in Unite, every Industrial Plan agreed by Combines must include bargaining targets for equalities. 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 Officers and workplace reps 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 organisation. 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** – campaigning is central to our union - join with UNITE Women’s, BAEM, Disabled members’, LGBT+ and Young members’ committees who lead and participate in key campaigns like Unity over Division and with other unions and organisations such as End Violence against Women coalition, Searchlight and Unite Against Fascism, Student Unions, Stonewall, Pensioners’ groups 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.

**Using social media** can be another tool for campaigning. You can for example, start an online campaign, carry out online surveys and

make use of lobbying tools. However, you need to be aware of the potential problems when using these tools at work or talking about your employer in public.

***For more information please refer to:***

***[www.unitetheunion.org/campaigning/campaigning-to-win](http://www.unitetheunion.org/campaigning/campaigning-to-win)***

You also need to be aware of cyber bullying which can happen inside and/or outside the workplace. Bullying and harassment through social media is a serious problem and safeguards should be put in place. You need to negotiate for a strong zero tolerance policy to explicitly cover cyber bullying both within and outside working time.

If in doubt please contact your Regional Officer and Regional Women's & Equalities Officer.

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

### January

27th – Holocaust Memorial Day

### February

LGBT+ History Month

Apprenticeship Week

Work Your Proper Hours Day

### March

8th – International Women's Day

21st – UN International Day for the Elimination of Racial Discrimination

### April

18th – National Stalking Awareness Day

28th – International Workers Memorial Day

### May

1st – International Workers' Day

17th – International Day against Homophobia

Homophobia

Mental Health Awareness Week

### June

Carers Week

16th – International Domestic Workers' Day

### July

Pride Rally

Durham Miners Gala

Tolpuddle Martyrs Festival

Women Chainmakers Festival

(celebrating successful minimum wage strike 1910)

### August

12th – International Youth Day

23rd – International Day for the Remembrance of the Slave Trade

### September

6th – Burston School strike

23rd – Bi Visibility Day

### October

Black History Month

1st – International Day of Older Persons

7th – World Day for Decent Work

11th – International Day of the Girl Child

29th – World Psoriasis Day

Baby Loss Awareness Week

National Work Life Week

### November

20th – International Trans 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

3rd – Carers' Rights Day

10th – Human Rights Day

**For more information please refer to:**

- **Encouraging Women's involvement in UNITE**
- **National Women's Committee Campaigns**
- **Encouraging Black and Asian Ethnic Minority 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**

# 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.

APPROXIMATE NUMBER OF WORKERS											
Grade	Men	Women	Gender Identity (as defined)	BAEM	Disabled Workers	LGBT+	Aged eg.25 and Under	Aged eg. 50+	Part Time		Total
									percentage	Women	
<b>Total</b>											
<b>%</b>											

An equality audit needs to include relevant info for your workplace. Therefore, you may need to add columns to include e.g. Migrant Workers and Agency Workers.

# 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	GI	BAEM	D	LGBT+	25	50	M	W	GI	BAEM	D	LGBT+	25	50

**M** = Men    **W** = Women    **GI** = Gender Identity (as defined)    **BAEM** = Black & Asian Ethnic Minorities  
**D** = Disabled    **LGBT+** = Lesbian, Gay, Bisexual and Trans+    **25** = Aged eg. 25 or under    **50** = Aged eg.50+

# 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: **Harish Patel and Alison Spencer-Scragg (Acting)**  
**harish.patel@uniteunion.org** and **alison.spencer-scragg@uniteunion.org**  
at: **Unite Equalities, 128 Theobalds Road, London WC1X 8TN**
3. Your Regional Women's & Equalities Officer

<b>North West</b>	Sharon Hutchinson	0161 848 0909
<b>North East, Yorkshire &amp; Humberside</b>	Sue Pollard	0113 236 4830
<b>West Midlands</b>	Maureen Scott-Douglas	0121 553 6051
<b>East Midlands</b>	Neelam Verma	0116 253 2020
<b>South West</b>	Karen Cole	0117 923 0555
<b>South East</b>	Kathy Walters	0118 402 6810
<b>London &amp; Eastern</b>	Carolyn Simpson	020 8800 4281
	Margaret Bourne (acting)	
<b>Ireland</b>	Taryn Trainor	Belfast 02890 232 381 Dublin 00353 1873 4577
<b>Scotland</b>	Lorna Glen/Audrey Manning	0141 404 5424
<b>Wales</b>	Jo Galazka	02920 394 521

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

**UNITE HDB (1) CHECKLIST FOR  
INTERVIEWING MEMBER COMPLAINING OF HARASSMENT AND BULLYING**

		✓
1.	Ensure a sympathetic approach.	
2.	Recognise the importance of listening support by contacting your Regional Women's & Equalities Officer.	
3.	Confirm the confidentiality of the interview.	
4.	Confirm no action will be taken without the member's consent.	
5.	Make notes of the incidents and dates of your own records.	
6.	<p>Explain there are legal procedures to harassment or bullying, <b>including the need to first raise a grievance</b>, and a three month time limit from the date of the incident to lodge a case in Britain and Northern Ireland (6 months in The Republic of Ireland).</p> <p><b>Ask the member to sign the Unite HDB(1) Form declaration.</b></p> <p>Send HDB(1) to your Officer, Regional Women's &amp; Equalities Officer and National Officers for Equalities.</p>	
7.	<p>Agree the way forward – one or more of the following</p> <ul style="list-style-type: none"> <li>&gt; No action to be taken</li> <li>&gt; Informal approach by the union</li> <li>&gt; Formal grievance to be raised</li> <li>&gt; Legal application to be lodged</li> <li>&gt; Member to report incident to police</li> </ul>	
8.	Confirm the union's support for members taking up cases of harassment or bullying and that they should be accompanied by a Unite representative in any investigation or hearings set up.	
9.	<p>Explain the union may be requested to provide representation for the alleged harasser/bully (if a Unite member) in a disciplinary hearing.</p> <p>Confirm the absolute confidentiality which applies and that the complainant will not be accompanied by a union representative of a lower rank.</p> <p>Explain the union will not defend harassment or bullying, but will ensure fair treatment in disciplinary procedures.</p>	
10.	Remind member to keep full notes of dates, time and places of any incidents relating to the harassment, discrimination or bullying.	
11.	Reassure the member that Unite recognises the distress caused by harassment, discrimination or bullying and that you will ensure next steps cause the least additional stress.	
12.	<p>Check you have:</p> <ul style="list-style-type: none"> <li>&gt; agreed the next steps with the member</li> <li>&gt; completed Unite HDB(1) form and sent off copies</li> <li>&gt; contacted the Regional Women's &amp; Equalities Officer if the members requires Listening Support</li> </ul>	

## UNITE SUPPORT FORM

<b>Member's name</b>	<b>Details of Harassment, Discrimination &amp; Bullying</b>
<b>Date</b>	
<b>HDB(1) Form Completed</b>	<b>Assistance &amp; Support Offered to Member</b>
<b>Yes/No</b>	
<b>Copies of HDB(1) form sent off</b>	
<b>Yes/No</b>	
<b>Name of alleged harasser/bully</b>	
<b>Effects felt by member</b>	<b>Action taken, if any</b>
	<b>Listening Support offered to member?</b> <b>Yes/No</b>
	<b>Result</b>

# 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 and check Unite's required equality targets agreed at Combines

## Keep going

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

Create a **fairer working environment for all**



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

Telephone: 020 7611 2500 Email: [equality@unitetheunion.org](mailto:equality@unitetheunion.org)

[www.unitetheunion.org/equalities](http://www.unitetheunion.org/equalities)

Facebook: [Unitetheunion1](https://www.facebook.com/Unitetheunion1) Twitter: [@UniteEqualities](https://twitter.com/UniteEqualities)