

## HEALTH & SAFETY

The past year has demonstrated Health & Safety at work is not taken seriously by a swathe of employers. Whether it is heat, COVID, cuts, the risk of assault, a loud working environment, or injuries from lifting - no job is worth endangering your health. A trade union workplace is a safer workplace where there are elected H&S reps who are trained in Health and Safety legislation. They help to ensure that your employer complies with the law to protect you while you are at work. Unite can provide you support to challenge unsafe working practices. All employers have a responsibility to make sure their employees' health and safety are protected at work. This means that you should expect thorough training that shows you any hazards that you may encounter during your job. You can contact us about Health & Safety concerns.

## HARASSMENT

Whether it's your boss, another worker, or the public - bullying, abuse or sexual harassment is not okay and often your employer has a legal duty to deal with it and protect you from it. Unite is stepping up our fight for real and pro-active zero-tolerance policies in your workplace and across every workplace to challenge the unacceptable level of harassment that many workers face daily. Always keep a diary and report all incidents to the union.

## KNOW YOUR RIGHTS AT WORK

Under law you have certain rights at work although that doesn't always mean you will get them - being in a trade union will help you assert your rights and secure fair treatment. It does not matter how many hours you work, from the day you start you are entitled to the following statutory rights including equal pay, itemised pay statements, Protection from discrimination, harassment and victimisation, Protections from unlawful deductions from wages, Time off for holiday and breaks, family, Sunday working and working time rights.

## TRADE UNION RIGHTS

You have the right to choose to join a union and be active in that union - that means your employer mustn't treat you unfavourably (e.g. deny you promotion or training) or dismiss you because of union membership or activity. Companies will use every trick in the book to stop you getting Union organised, we call this 'union busting'. Tricks like setting up employee forums or threatening to close the factory (this never happens especially when profits are being made). There are many others used because Companies know that when workers join a union and act collectively you have the power in a union to stand up and be heard and able to negotiate.

## WHY JOIN?

Unite is a trade union - a membership organisation independent of the bosses, big business, and government. Unite is the largest union in Britain & Ireland. As well being a member of Unite (along with well over a million other members), you also have more protection as an individual. You have the legal right to representation on matters of disciplinary and grievance whilst also legal advice and representation on other aspects of your employment including hours of work, holiday entitlements, discrimination & bullying. There are a range of other member benefits too (see our website).

## HOW DO I JOIN?

You can join online in just 2 minutes! Joining is easy, and the company never know who is a member or not. Have your work details, contact info, and bank details ready then visit:

### JOIN.UNITETHEUNION.ORG

Membership is £3.45/75 a week but we have special discounted rates for low-paid workers. Get in touch with a rep or the organiser who gave you this card if you would rather complete a paper form and we'll post you a membership pack.

## PAY

How workers are paid varies across each sector, with those companies which are not unionised tending to pay lower rates. You must be paid equal to or greater than the Minimum Wage - whether salaried, hourly or on a piece rate. Unfortunately, many bosses choose to pay their staff less than this, the legal minimum current until April 2023 is:

**23 and over: £9.50 || 21 to 22: £9.18  
18 to 20: £6.83 || <18 & Apprentices: £4.81**

Unite fights against age discriminatory wages - we demand all workers receive the same pay for the same work. In many workplaces, Unite have won bonus payments on top of increases in hourly rate driving up wages. Workers in Unite across NI have managed to win double-digit increases in food production, construction, manufacturing, hospitality and transport - this was through having a strong union and being prepared to take action if their bosses refused to negotiate an increase.

As inflation & the cost of living squeeze workers more and more - companies' profits are generally increasing. They can plan to offset inflation of their operating costs - workers cannot renegotiate their bills or rent! That is why, more than ever, we must organise ourselves in a union to demand fair pay.

اقرأ هذا باللغة العربية

Прочетете това на български

Skaitykite tai lietuviškai

Przeczytaj tę ulotkę w języku polskim

Leia isso em Português

Citiți aceste informații în limba română

Информация на русском языке

Lee esto en Español

Прочитайте це українською

Lee iha lian Tetun



## GET IN TOUCH:

✉ membership.ireland@unitetheunion.org

📱 unitetheunionni

☎ 028 3833 2124 / 028 3835 8987

**unitetheunion.org**



## WORKING TIME AND HOLIDAYS

By law you have the following rights; some employers may ask you to opt-out of these rights but with the help of Unite you can opt-in at any time (night workers cannot opt-out):

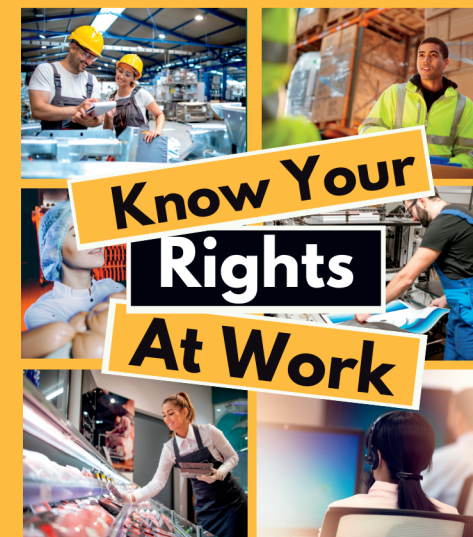
- a maximum 48-hour working week;
- a minimum of 11 hours between shifts;
- an uninterrupted break of at least 20 mins on shifts over 6 hours;
- a minimum of one day off per week;

Working time includes Overtime and training in the workplace, if you are a mobile worker it may also include the time it takes you to get to your first job.

The statutory minimum holiday is 5.6 weeks per year (~28 days) for full time workers (if you work less this will be pro-rata). Please contact the union if you need help calculating your holiday entitlement. 10 days bank/public holiday entitlement can be included in your 28 days.

Holiday pay should match your normal weekly pay if you work regular hours and earn a regular weekly amount. If your weekly hours and pay vary, you are entitled to holiday pay that matches your average weekly pay calculated over a 52 week period. This includes overtime, shift allowances and bonuses.

## Jobs - Pay - Conditions



## Pocket Guide



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## DISCIPLINARIES

Disciplinary procedures are usually triggered where the employer has a problem with the worker's behaviour at work, the way in which you do your job or about absence from work. Most workplaces will have written procedures which must be followed by the employer. You have a right to be accompanied by your union rep to any disciplinary meeting - regardless of whether the company recognises your union. It is important to know that when you are requested to attend a meeting with management you should ask what the nature of the meeting is. Any disciplinary should be sent to you in writing outlining your rights to be accompanied. Avoid informal meetings, if they do occur make a note of the time, date and discussion that takes place should you need to refer to it at a later date.

## GRIEVANCES

Many problems can be sorted out informally but in some instances, it may not be appropriate to approach a manager directly if they are the person you are having difficulties with. If other workers share your complaint, it might be better to try and raise the issue through the company's collective grievance procedure, if they have one. You have the right to be accompanied to a grievance meeting and should contact your union for further advice and guidance on writing one.