**Unite model template Agreement for**

**Union Equality Representatives**

**Statement of intent**

In line with our commitment to equal opportunities and dignity at work, the organisation/company and Unite are committed to establishing and supporting the role of union equality representatives.

The organisation/company recognises that Unite will elect its equality representatives and shall notify the organisation/company in writing at the earliest opportunity of their names, numbers and section/department/site.

**Remit of the Representatives**

The Union Equality Representatives are elected members of Unite and will concentrate on equality issues. Their duties will include:

* Supporting, representing and negotiating on behalf of members in discrimination cases including on different sites wherever relevant
* Ensuring equality issues are on the negotiation and consultation agenda
* Providing information and guidance on tackling potential problems
* Working closely with shop stewards and other union representatives to promote equality
* Representing the union at meetings and on committees on equality
* Promoting good practice on all policies and procedures, including conducting equality impact assessments and equality audits
* Raising awareness about discrimination
* Identifying ways in which equality can be an integral part of the workplace culture
* Promoting diversity and tackling under-representation

**Training and time-off**

Union Equality Representatives will have reasonable paid time-off during their working hours for trade union duties and activities. These can include:

* Receiving union training on representation and negotiation skills, discrimination, harassment and equal opportunities and any other courses to extend their skills as representatives
* To meet members and union officials
* To prepare for and to attend union meetings, committees and conferences
* To meet all newly recruited staff
* To prepare for and take part in negotiating meetings

**Facilities**

The Union Equality Representatives shall be entitled to facilities in order to carry out their duties and meet their members. These will include:

* accommodation for meetings
* access to a phone and other office equipment
* use of notice boards which could include electronic communication, for example, e-mail and intranet/internet and the ability to freely distribute and display official Unite communications
* dedicated office space, plus a computer, and with a secure e-mail address

**Election**

Union Equalities Representatives shall be elected as per Union rules.