



**MICHAEL LONSDALE**  
GROUP

Michael Lonsdale Group inclusive of (Michael Lonsdale Ltd, Michael J Lonsdale Ltd, Michael J Lonsdale (Electrical) Ltd and E7 Building Services Ltd –

## Trade Union Relations and Recognition Procedure

### Introduction

Employee relations within the Group focuses primarily on individual relationships in the workplace, with an increasing emphasis on - line managers establishing trust-based relationships with employees.

We recognise that a positive climate of employee relations - with high levels of employee involvement, commitment and engagement – improves our business outcomes as well as contributing to employees' well-being.

The Employee Relations Policy Statement sets out our approach to creating a positive working environment.

### Trade Union Recognition

The Group does not recognise trade unions for the purpose of engagement, consultation and negotiation of terms and conditions. However, it does allow trade union representation for employees in disciplinary and capability meetings and any other circumstances where support for an employee is required.

When an employee is invited to these meeting's they are advised that they may bring a recognised trade union representative. Time will be given to employees to meet with their representative ahead of formal meetings. The Group will also engage with trade union officials as part of the recognition process.

### Request for compulsory recognition

The Group will consider a valid request from a trade union that is seeking recognition in the workplace. A request should only normally be made if evidence exists where most of the employees are likely to favour recognition. The request must be in writing and identify the union to be recognised and the bargaining unit (i.e. the specific group of workers that the union is seeking to represent).

On receipt, the designated Director will work with the union to consider the request, including the bargaining unit and the union's recognition for collective bargaining. This is referred to as



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the first period and lasts for 10 days. If agreement is reached then the process of collective bargaining begins (see below).

If the Group rejects the request for recognition or does not respond within 10 day's the union can apply immediately to the Central Arbitration Committee (CAC) to be involved. If the Group rejects the request but indicates that it is willing to negotiate then a further period is entered into called a second period which lasts for 20 working days. If recognition is agreed during this period it will be a semi-voluntary agreement, meaning that the trade union may terminate it at any time, but the organisation cannot unilaterally terminate it for a period of three years.

If the CAC is involved, the Group will provide the relevant information required and time that employees may need, as part of the recognition process and procedure.

## Method of collective bargaining

If recognition is declared, the method of collective bargaining must be agreed (the CAC will support the process if agreement cannot be reached) called the negotiating period which is usually 30 days.

## Voluntary recognition

The Group also reserves its right to voluntarily recognise a trade union for collective bargaining purposes and will determine by agreement the matters for which the trade union will be recognised.

## Ballots

Where a ballot is held either for trade union recognition or to determine whether industrial action is taken, the Group will accept the decision as part of its statutory duty.

## Trade Union Duties

Where an employee becomes a trade union representative, they will be entitled to paid time off to do their union work. Such activities will include but are not limited to:

- negotiating pay, terms and conditions
- helping union members with disciplinary or grievance procedures including meetings to hear their cases
- going with union members to meetings with their line manager to discuss flexible working requests
- discussing issues that affect union members like redundancies or the sale of the business



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They will also have paid time off to:

- analyse the learning or training needs of union members
- give information and advice about learning or training
- arrange or encourage learning or training
- discuss their activities as a learning representative with their employer
- train as a learning representative

Name: Gary Herbert

Signature:

For and on behalf of the  
Michael J Lonsdale Group Board of Directors  
(Michael J Lonsdale Limited/ Michael J  
Lonsdale (Electrical) Limited  
E7 Building Services Limited

Position: Managing Director

Date: 7<sup>th</sup> January 2022