



Union Access in the workplace Policy

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| Enquiries to: | Centre Manager |
| Applies to: | Parents, guardians and children |
| Aim: | To foster positive relationships between the union, employer and employee. |
| Date Developed: | May 2021 |
| Date Approved: | |
| Next Review Date: | February 2022 |

Reference : Early Childhood Collective Agreement NZEI

Definition: "applicable union" is one whose membership rule covers an employee who is working or normally works in this early childhood Centre.

The Centre recognises the right of person(s) representing an applicable union to access to this workplace, during normal working hours, as afforded by Section 19-25 of the Employment Relations Act 2000.

The Centre also affirms its right to continue the normal operation of the Centre, to require kaiako to continue in their normal activities with the children and parents, and to direct union representatives (as with other visitors) not to disrupt kaiako whilst they are working. Particularly if this involves supervision of children or other kaiako, or any other increased risk to safety and health.

Kaiako who are employed to work in this workplace will also be protected against any unreasonable actions by union representatives, which will include protection from harassing Kaiako/kaiako, discrimination, or duress. Kaiako are under no obligation to talk to union representatives to agree to discuss matters with them and are free to join or not join any union.

Limitations

Without limiting the right to access to the workplace, union representatives:

- Are expected to identify themselves to the Manager (or person in charge), immediately upon entering the workplace
- Ask the Manager if there are kaiako they can talk to, which will not disrupt the operation of the centre or reduce effective supervision of children (kaiako will not be released to talk to union officials otherwise)
- The Manager should also advise a suitable place for discussion and advise the union representative of any time limit, if the "released" kaiako member is required to return to duties
- The Manager will introduce the union representative to the released kaiako member, advising the kaiako member that they may be released to talk to the union representative but are under no obligation to do so (in the place and for the period of time designated by the Manager).

Union representatives are allowed, after discussion with the Manager, to use the kaiako office or any workplace area where the kaiako usually take breaks to discuss union business; provided they do not harass kaiako or act in any manner to undermine the employment relationships or in any manner that may be a breach of good faith.

We expect all parties to be professional and courteous to each other and to act in a manner which allows each their legal rights, and to ensure actions related to the implementation of this policy do not result in any disruption to the normal operation of the Centre or compromise any safety and health procedures and requirements.

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| Board of Trustees consulted | Yes/No | Kaiako consulted | Yes/No |
| Parents consulted | Yes/No | | |
| Approved by: | _____ | Designation: _____ | Date: _____ |