

General Agreement on Procedures and Facilities (Manual Workers)

Preamble

This agreement is supplementary to the National Agreement between the E.E.F. and C.S.E.U. dated 1st March, 1976.

1. Shop Stewards - Appointment

- (a) There shall be agreed and clearly defined constituencies established.
- (b) One shop steward shall be elected by the workers in each constituency.
- (c) The A.U.E.W., E.E.P.T.U. and T & G.W.U. may each nominate one shop steward to be designated as senior shop steward for that union. In the event that any of the three unions has no constituency elected shop steward the union concerned may appoint one of their members, who is qualified as per clause 1(d) below, as a senior shop steward without constituency duties.
- (d) All candidates for election as shop steward must be qualified in accordance with the rules of their own Trade Union. No shop steward will be elected unless he or she has an adequate knowledge of Trade Union procedures and an understanding of the Transformer industry. They will normally have had at least one year's service with the Company.
- (e) On appointment or replacement, the name of each shop steward will be notified in writing to the Personnel Department by the union concerned.

2. Shop Stewards - Facilities

- (a) Management will provide a lockable filing cabinet for the exclusive use of the senior shop stewards.
- (b) An office will be made available for the purpose of the preparation of cases and issues. This may include from time to time the interviewing of individuals by senior shop stewards. Prior to such an interview taking place permission must be obtained from an appropriate member of Management and the member concerned must inform his Foreman prior to leaving his section.
- (c) Management will provide telephone facilities to senior shop stewards wishing to communicate with their full time officials.

3. Shop Stewards - Rights and Responsibilities

- (a) All shop stewards will be given adequate time off with pay at average earnings for approved training, the preparation of cases and issues and subsequent meetings

with Management; Report back meetings to members and/or fellow shop stewards for which permission is granted will also be paid at average earnings. No shop steward or senior shop steward will be regarded as spending the whole of their time on union business. Where extended or full time periods for union business are necessary this must be with the agreement of Management.

- (b) A meeting of all shop stewards will be allowed on a regular monthly basis. This meeting will normally be of a maximum of 1½ hours duration.
- (c) All shop stewards must seek permission from their foremen before leaving their place of work. In seeking such permission they must give a brief explanation of why they require the time off.

Procedure for the avoidance of Disputes

Domestic Stages

A. For Individual Shop or Sectional References

Stage 1

The employee(s) directly concerned must raise the matter with their foreman. If the matter is unresolved the shop steward may make a formal approach to the foreman who may wish to involve an assistant superintendent.

Stage 2

Failing resolution at stage 1 the shop steward who may be supported by a senior shop steward will meet with the works superintendent, assistant superintendent and section foreman. (For maintenance section issues the chief plant engineer and maintenance foreman and for stores issues the purchasing manager and stores foreman will represent the Company).

Stage 3

Failing resolution at Stage 2 the senior steward may apply in writing to the Personnel Department for a meeting at final domestic level. At such a meeting the Management will be represented by the Managing Director or a Senior Manager appointed by him.

At stages 2 and 3 a representative of the Personnel Department will be in attendance.

B. For Unit References

Stage 1

The senior shop stewards will meet with the Manufacturing Manager.

Stage 2

Failing resolution at Stage 1 the senior stewards may apply in writing for a meeting with the Managing Director or a Senior Manager appointed by him.

A representative of the Personnel Department will be in attendance at both these stages.

Notes for Guidance

The party raising a matter will be responsible for applying for successive stages. All applications must be on clear terms of reference.

Meetings at all stages will take place within ten days unless otherwise mutually agreed.

Failing settlement at the final domestic stage the party wishing to pursue the question may apply for an external conference as provided for in the National Agreement dated 1st March, 1976.

Signed

..... *G. J. Allan*
..... *Allan*
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Signed

..... *G. E. Thompson* AUEW
..... *B. Johnson* EEPTU
..... *D. King* T & GWU

on behalf of GEC Power Transformers

Date *28/2/80*