



MAKE A DIFFERENCE: BECOME A JOINTLY ACCREDITED REP (JAR)

Would you like to make a difference in your workplace by supporting, advising and representing your colleagues?

If this sounds like you then becoming a Jointly Accredited Rep (accredited by the union and the bank) could be just the challenge you need.

This Joint Agreement has operated successfully for many years and the positive contribution made by JARs is widely acknowledged by both staff and management throughout the Royal Bank of Scotland Group.



amicus
the union

AMICUS IN RBS



WHO ARE JARs?

JARs are ordinary Amicus members working in all areas of RBS from the Retail Branch Network to Group Technology, Corporate and Manufacturing. JARs must be Amicus members, a permanent member of RBS staff with at least one year's service and can be full time, part time or a shift worker.



Ross Plant is a JAR who has worked for 4 years for RBS at the Southend Credit Card Centre, Ross has been a JAR for 3 years and here's what he had to say about the role.



"Being a JAR requires a basic knowledge of employment law, in particular the disciplinary and grievance procedures, for which Amicus provide comprehensive training. I derive a great amount of satisfaction in being able to assist my fellow workers, it also is of benefit to RBS in that, where appropriate, I endeavour to mediate between the parties and hopefully reach a mutually satisfactory resolution. I have been involved in raising members concerns and issues with the management team in order to resolve these on a local level and I also attend meetings with the bank to negotiate on changes to the business which affect the Division where I work. This role has broadened my skills, widened my business perception and raised my profile within the Group in a very positive way. The training and skills I have acquired have been of great benefit as these are transferable within the business organisation".



WHAT DO JARs DO?

- **Support and Advise** - JARs are trained by Amicus on a wide variety of work related issues including handling grievance and disciplinary hearings, dealing with changes to job role, sickness absence and redeployment to name a few.
- **Represent** - JARs have a key role to play in representing members with individual problems at work. They can help members who feel they have been unfairly treated and can provide representation at formal hearings about work related matters.
- **Focus on Health and Safety** - Providing a safe working environment is of paramount importance to both the union and the bank. You will be trained to carry out annual Health and Safety assessments in your workplace and provide support and guidance to local management and members on aspects of Health and Safety. You will also act as a liaison between the union and management on all issues of Health and Safety in your area.
- **Promote Amicus** - This is an important part of the role. Growing the union increases our strength and ensures that the views of fellow members in the workplace are heard from across the RBSG.
- **Resolve Local Issues** - Often local issues can be resolved by sitting down and talking through the impact of changes and how they affect staff with local management, avoiding the need to escalate matters to a higher level, e.g. tea breaks and overtime issues.



DOES AMICUS PROVIDE TRAINING?

Yes, we will provide you with comprehensive training including::

- A good understanding of the disciplinary and grievance processes.
- Awareness of different approaches to problem solving in the workplace.
- Representation skills.
- Knowledge of building union organisation within your workplace.
- Health and Safety.



The training you receive will also improve your communication skills, grow your confidence and give you the opportunity to meet individuals with a common goal – to improve and make a difference to your working environment.



WHO WILL I REPRESENT?

You will represent members within your own workplace and your local area.

WHAT TIME OFF/FACILITIES WILL I GET TO UNDERTAKE MY JAR ROLE?

The bank has agreed to provide facilities to allow JARs to undertake their role effectively, e.g. use of notice boards, access to a private phone and storage space. JARs will also be permitted reasonable time off in order to fulfil their role and adjustment of individual targets where appropriate.

WILL MY CAREER PROSPECTS TAKE A NOSEDIVE?

On the contrary, the bank views the role of the JAR as assisting the Group to improve the way its business is done and your appraisal will take account of this. Your problem solving, communication, negotiating and influencing skills will be enhanced and these are all skills you can use in your normal job.



HOW DO I BECOME A REP?

Simply fill in the form overleaf.

You can also e-mail us at rbsinfo@amicustheunion.org. or contact the Amicus Glasgow Office on 0141 248 7131



JARs are jointly accredited by Amicus and the bank. Amicus has regular updates and there is a support network available. If you've got what it takes to play a key role and make a difference in your workplace and, at the same time, increase your own skills, now is the time to step up to this challenging role.



APPLICATION TO BECOME A JOINTLY ACCREDITED REP

Name Amicus Membership Number

Business Unit:

Workplace postal address:

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Workplace phone number:

Workplace email address:

Home address:

.....

Home phone number:

Mobile phone number:

Home email address:

Contact number of manager:

Staff number:

PLEASE INDICATE WHY YOU WISH TO BECOME AN AMICUS JAR:

I confirm that I am a permanent member of staff with at least one year's service with the bank.

Signed: Date:

PLEASE RETURN THIS FORM AS SOON AS POSSIBLE TO:

Amicus
John Smith House
145-165 West Regent Street
Glasgow G2 4RZ

