

From time to time you will need to represent a Member in a meeting with Management. You may be attending a fact finding or a step in a grievance process of the Collective Agreement. As a Steward you are there to support the Member with their relationship with the employer. **It is important you keep your Unit Vice President up to date on what is happening in the workplace.** Call them or send them an update. Be mindful of confidentiality. Do not email from the employer email.

Prior to the meeting discuss with the member:



- Is the member aware of why they are meeting? (Did something happen in the workplace, an incident or did they witness something?)
- Work out a gesture or sign (example, touch the member's arm if they are comfortable with that or place a flat hand on the table, etc.) in the event the member should stop talking. Are they going down the wrong path or getting agitated?
- How long have they worked for the employer?
- Do they have a history of workplace issues and/or previous discipline?
- Is there any other information you should be aware of? Personal issues, mitigating circumstances? (for example, recent separation, changes, health issues, etc.)

During the meeting:

- Be clear as to what the meeting is about: ie/ Discipline, Fact Finding, Coaching, etc.
- Take notes, ask management to repeat something if need be
- Ask questions if you need clarification to understand the issue
- Ask for a copy of any correspondence/policy given to the member (for the file)
- If you or the member need a break, request a break, contact the union if you need support



After the meeting discuss with the member:

- Is there any other information you should be aware of? Personal issues, mitigating circumstances? (for example, recent separation, changes, health issues, etc.)
- Ensure your notes and additional documents are taken to the Union Office**
- Update the Unit Vice President
- Does the member want to file a grievance if they were disciplined?
- Does the member understand the process?
- Does the member need additional supports or referrals? Contact the union for assistance if you need to or direct the member to contact the union.



THANK YOU FOR BEING A 5167 STEWARD!!!
Without your participation Unions would cease to exist!

