

## EMPLOYER'S RESPONSE

Please answer the following questions:

1. On what date did you receive the Union's written request under Schedule A1 for recognition?
2. What was your response to the request? If you responded in writing please enclose a copy of the letter.
3. Please give the date that you received a copy of the application form (and supporting documents, if any) from the Union.
4. Had you and the Union agreed the bargaining unit before you received a copy of the application form from the Union?

5. Do you agree the proposed bargaining unit?      Yes                      No

If No, please briefly indicate your objections to the proposed unit (but see the note on page 6)

6. Following receipt of the union's request, did you propose that Acas be requested to assist?

If so, please give details of any contact with Acas.

7. Could you please state the number of workers employed by you and from the list below please tick what sector best describes the type of work done by the company:

**Number of workers:**

**Employment Sector (please tick as appropriate)**

- |  |   |
|--|---|
| ▪ Agriculture, Mining and Fishing                  | ▪ Transport, Storage and Communication          |
| ▪ Manufacturing Food, Beverages and Tobacco        | ▪ Financial and Other Administration            |
| ▪ Manufacturing Motor Vehicles and other Transport | ▪ Public Administration                         |
| ▪ All other Manufacturing (including publishing)   | ▪ Education                                     |
| ▪ Electricity, Water and Gas                       | ▪ Health and Social Work                        |
| ▪ Supply Construction                              | ▪ Other Community, Social and Personal Services |
| ▪ Wholesale and Retail                             | ▪ Other Industries                              |
| ▪ Hotels and Restaurants                           |   |

If "Other" please specify:

8. Do you agree with the number of workers in the bargaining unit as defined in the union's application?

If not, please state the number of workers in the union's proposed bargaining unit and the reason for any difference, if known.

9. Is there an existing agreement for recognition in force covering workers in the proposed bargaining unit?

Yes

No

If so, please provide a copy of the agreement and answer question (a) - (e):

a) please give the date of each such agreement (and, if different) the date on which each such agreement came into effect.

b) is the agreement in writing? If so, please supply a copy of each such agreement. If any such agreement is oral, identify and supply a copy of all documents evidencing its existence and/or its terms.

c) identify the parties to each such agreement. Is the other party a Union recognised by the agreement and entitled to conduct collective bargaining on behalf of any workers falling within the relevant bargaining unit?

d) is so, does each such union have a certificate of independence?

e) if not, please indicate whether the agreement has continued to be in effect since it was made and if not, identify any dates when it ceased to have effect.

10. If you disagree with the Union's estimate of membership in the proposed bargaining unit, please indicate your reasons for disagreeing, with any available evidence.

11. If you do not consider that a majority of the workers in the bargaining unit are likely to support recognition, please indicate your reasons for taking this view, with any available evidence.

12. If the application is made by more than one Union and you wish to put forward a case that the Unions will not co-operate with each other, please give reasons.

13. If you are aware of any previous application under Schedule A1 for statutory recognition made by this Trade Union in respect of this bargaining unit or a similar bargaining unit, please give brief details.

14. If you have received any other applications under Schedule A1 for statutory recognition in respect of any workers in the proposed bargaining unit, please give brief details.

15. Do you consent to your contact details being forwarded to Acas so that a conciliator may assist the parties in this matter?

Yes

No

16. Please indicate your position with the Employer

Signed:

Date:

### Further guidance

Please note that the information on this form will be used by a CAC Panel in deciding only whether a union's application should be accepted. In view of this, question 5 only need to be answered briefly as both parties will be given an opportunity, at the next stage in the statutory process, to present their detailed comments on the appropriate bargaining unit, should the application be accepted by the CAC.

The [CAC website](#) contains a detailed guide to the legislation and the full text of published CAC decisions.