

GMB@ASDA

NEWSLETTER

SPRING
2014

GMB

GMB@WORK



SOCIAL MEDIA: WHAT NOT TO POST



SEE
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WIN
£300
see page 14

Join online at www.gmb.org.uk/join

GMB: YOUR VOICE IN ASDA

DO YOU CARE FOR A CHILD OR AN ELDERLY RELATIVE?

Many ASDA workers care for a child or an elderly relative at home and may need help or time off work to deal with their caring responsibility.

For example

- when a child is taken ill at school
- after school or holiday care or
- when an elderly relative needs to go to the doctor or hospital

Caring support for ASDA staff is not an added bonus or a special case, GMB believe that it is fundamental as health and safety, sick pay, training or pensions.

It is difficult juggling family commitments and work. GMB wants to make sure you get the support that you need, but there is no single answer to your caring needs and it depends on your particular circumstances. It may be flexible working arrangements or basic information that can make life easier.

GMB wants to put in place with ASDA management what is best for you and your family.

ASDA have the 'ASDA Flex' policy – GMB wants to improve this, make it accessible and bring it to life.

TELL US WHAT YOU WANT

Please complete the survey below and hand it to your store's GMB rep or post it to: Freepost RSTL-ULCH-JBET, GMB, 22 Stephenson Way, London NW1 2HD

- 1** Do you care for:
- ☐ a child
 - ☐ an elderly relative
 - ☐ a disabled relative

- 2** Have you had to take time off work to look after a child, an elderly or disabled relative?
- ☐ Yes
 - ☐ No

- 3** Were you granted time off?
- ☐ Yes
 - ☐ No

- 4** If yes—did you have to make up the time?
- ☐ Yes
 - ☐ No

- 5** If no—How did the company react towards you?

Survey continues overleaf →



CARING SURVEY continued from previous page

6 Which of the following would you like ASDA to adopt?

- ☐ Flexible working times
- ☐ Time off for emergency care
- ☐ School term time hours
- ☐ After school care
- ☐ Term time working
- ☐ Neighbourhood nurseries
- ☐ Information and advice on Tax Credits
- ☐ Access to childcare provider
- ☐ Respite care

Others:

7 Has ASDA told you about the law on flexible working?

- ☐ Yes
- ☐ No

8 Do you know of 'ASDA Flex' policy?

- ☐ Yes
- ☐ No

9 If yes, have you had any training on 'ASDA Flex' policy?

- ☐ Yes
- ☐ No

10 Any other comments?

GMB FACT FILE



On average
union members are
18.1% better paid than
non members*

FACT

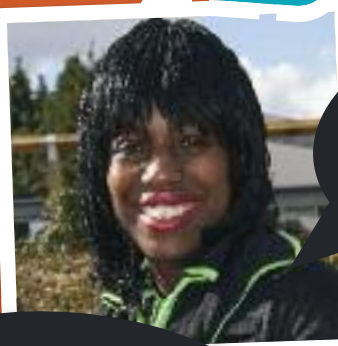
GMB membership
covers you wherever
you work

FACT



GMB
wins £1 million in
compensation a week
for members injured
at work

FACT



No one
can stop you
joining GMB

FACT



*Independent
source: BERRTU mem-
bership report 2011

Join GMB the voice of ASDA colleagues at www.gmb.org.uk/join

UNDERPAID?

**CHECK
YOUR PAY
SLIP**

1

**SOME STORES ARE CURTAILING
THE NIGHT TIME SHIFTS AND
MOVING REPLENISHMENT TO
TWILIGHTS INSTEAD.**

Your GMB full time officials met with Asda RPMs and local managers and told them about your worries and fears this change is causing. As a result the company has committed to work through the issues identified, and to try and avoid the problems.



2

NO PAYMENT FOR WAITING TIMES.

GMB members working on tills report having to wait as long as 30 minutes for their relief to arrive to take over the till at the end of their shift. This time should be counted up by the management and added to their working hours additions sheet and paid as overtime. GMB members report that this does not always happen and can cost members between £30 and £40 a week.

3

HOLIDAY PAY – ARE YOU BEING PAID IN FULL?

Last year many of you took part in a GMB survey and reported that you are working more hours than your contract states. If you are regularly working more than your contracted hours and are not being paid these hours when it comes to your annual leave, then write to your GSM asking for a breakdown of your hours. You are also entitled to ask why are you are not being paid the extra hours when it comes to your holiday pay. GMB has provided pay query forms: see yellow panel below.

WHAT TO DO

- Note down and keep your own record of all additional time you work.
- Check that this time has been recorded by your manager and signed off.
- Check your pay slip every time to make sure you have been paid for all the time you have worked.

IF YOU HAVE NOT BEEN PAID FOR ALL THE TIME YOU HAVE WORKED

Give your manager a pay query form asking for your missing hours money to be paid, and for an explanation for the delay in payment. You can download a copy of the forms at www.gmb.org.uk/payqueryholidaypay and

www.gmb.org.uk/payqueryrelief or get them from your GMB

Workplace Organiser or local GMB Officer listed on page 15.

RETURN THE FORMS TO YOUR STORE MANAGER NOT GMB.



LOOSE TALK CAN

Pretty much everyone these days from celebs to young kids, uses social media to chat, be it Facebook, Twitter, whatever, and whilst it is a good way of keeping in touch, the one thing it isn't, is private.

No matter what privacy settings you think you may have, putting something in writing is completely different to saying exactly the same thing whilst having a coffee with friends.

An increasing number of people are finding that to their cost when they lose their jobs over what they thought were "private chats with friends". There's no such thing when it comes to social media so be aware—**all comments mentioning Asda are monitored**, and also chatting about work related issues or personal issues that involve colleagues are no-go areas.

SOCIAL ETIQUETTE

USE SOME COMMON SENSE...

- ✗ Don't criticise your employer
- ✗ Don't 'sound off' when you've had a drink—something you might look very different
- ✗ Don't assume your social media is private. There are many examples of people getting into management by fellow employees
- ✗ Social media sites are not protected to the same libel laws as 'mainstream' media.
- ✗ If you have a genuine problem, use the procedures, or become your disciplinary officer
- ✗ Sharing confidential information puts you at risk of dismissal, potentially even criminal under the Data Protection Act.
- ✗ Remember should you be asked for access/research you could be asked for access/research
- ✗ Any of the potentially true and you have to be careful of interpretation of an email or someone else's.

WILL IT COST YOUR JOB



ETTE

...er or any of its employees.

...re in a temper/angry or have
...ou may find funny or inoffensive
...in the cold light of day.

...media site is private—it isn't.
...s of comments being relayed back
...w workers and sometimes 'friends'.
...t 'above the law' and are subject
...the newspaper or other

...problem at work deal with it at work
...therwise your grievance could
...ry.

...formation on the internet could
...ssal for gross misconduct—and
...nal prosecution under the Data

...be changing jobs future employers
...n your posting history.

...offending statements have to be
...be able to prove them to be true. Your
...event may be completely different to

ONLINE INVESTIGATION

Q I've heard some employers use social media to check out job applicants, is this true and is it legal?

A This certainly does happen if a recent study is to be believed. It found that 64 per cent of bosses admitted to searching Facebook or Twitter to check the suitability of potential employees—44 per cent of those who used social media to gauge potential employees said they had changed their mind based on what they had seen online. While most HR professionals point to the importance of the actual job application form, the procedure and the interview, it does appear that some companies are making judgment calls based on social media evidence.



A TYPICAL LETTER

- 1 I mentioned my company on my facebook status twice and how they treat me badly.
- 2 They're taking it to HR which might lead to a disciplinary.
- 3 I had no idea you couldn't talk about them.
- 4 Nor have I signed anything. I haven't even seen my contract. I don't even own a copy.
- 5 I've said I won't do it again and that I didn't mean any of it.

I'M QUITE WORRIED!

1 Don't post about your employer by name or make an indirect reference to it as people known to you will know who you work for.

Saying 'they' treat you badly could mean the company or one or more of its employees who may not agree with you that they are treating you badly. If you feel you are being treated badly at work, raise a grievance, verbally at first after speaking to your GMB rep. If it's not resolved put it in writing and go through the procedure.

2 Companies are very protective of their reputation in general and are increasingly vigilant when it comes to their internet profile on social media networks.

Many employees have been disciplined (some have been sacked) for inappropriate comments about either their employer or a fellow worker.

3 At best this is naive, at worst it shows a complete ignorance of the modern workplace.

All the big to medium-sized companies have written IT policies, which include use of social media sites. If you haven't seen ASDA social media policy, ask your line manager for a copy and make sure your colleagues see it too.

4 It's usual, and a legal requirement, for all employees to sign a contract or 'statement of particulars' within a couple of months of starting their employment.

This will usually refer to a staff handbook which should contain company policy on internet use. However, not signing a specific document will not automatically protect you from disciplinary action if the company believe you have brought it into disrepute or worse libelled or defamed them or an individual. Your company may have introduced a 'social media' policy since you started and may not have given everyone a copy and instead put it on the noticeboard. Take a look. Or ask your line manager for a copy.

5 Wise after the event? Hopefully your employer will accept an apology.

But if you didn't mean it –
WHY POST IT?

PAY LINES, KNOW YOUR RIGHTS

THIS IS A BRIEF GUIDE TO SOME OF THE QUESTIONS WE GET ASKED. MANY INDIVIDUAL CASES DIFFER WIDELY. IF IN DOUBT YOU CAN ALWAYS CONTACT YOUR GMB STORE REP, OR YOUR GMB REGIONAL ORGANISER.

TIME OFF BUT NO PAY?

Q CAN THE COMPANY SEND ME HOME FROM WORK?

A It's nice to get a day off, especially when you're not expecting it, but not so nice when your wages are down at the end the month. We know of many cases where people have turned up for shift (particularly check-out operators) and been told "we've overspent on wages—we don't need you"? Have you also been told that you can do your hours on a different department? Or were you given no option other than to go home?

This seems to be a big problem particularly in Jan/Feb but the fact is you cannot be required to go home because wages are overspent. You can be asked, and if you choose to do so, knowing your wages will be down, that is your choice.

However, you are well within your rights to stay at work and complete your hours, after all, you've already incurred costs getting to work, and maybe sorting child care costs out as well. You may be given a different job to do, clearing cardboard, replenishing shelves, but you can and should work your hours and get paid for them correctly.

IT'S YOUR CASH!

MOST WORKERS HAVE HAD A PROBLEM AT SOME POINT OR OTHER. HERE ARE SOME QUESTIONS WE HAVE BEEN ASKED BY GMB COLLEAGUES. THERE ARE SOME SIMPLE RULES TO FOLLOW.

IT'S YOUR CASH

Q I DID SOME OVERTIME A FEW WEEKS AGO, WHICH I HAVE NEVER BEEN PAID FOR. I HAVE RAISED IT WITH MY MANAGER, BUT NOTHING HAS HAPPENED, WHAT CAN I DO?

- A**
1. You should submit a grievance to your manager and inform your local GMB steward.
 2. You should keep a copy of your grievance.
 3. In your grievance, put the dates, times and hourly rates for the work you did.
 4. It's important that you do not let this drift as the "clock starts ticking"; if you go beyond three months since you worked the overtime, you could be out of time for a claim to a employment tribunal if the company do not deal with your grievance within this time frame.
 5. If your store does not yet have a local GMB steward, then you need to contact your GMB Regional Organiser (see contacts on page 15).
 6. By acting swiftly, and informing your GMB stewards/organiser, we can help you sort this problem out amicably with the company.

YOU DON'T HAVE TO BE PRESSURED INTO LOSING MONEY

IF YOU ARE AND NEED HELP, THEN CONTACT GMB, AS FOLLOWS:

STEP 1—CONTACT YOUR LOCAL GMB STORE STEWARD FIRST.

STEP 2—IF YOU DO NOT HAVE A GMB STORE STEWARD GO TO PAGE 15 FOR YOUR GMB REGIONS LEAD ORGANISER CONTACT DETAILS, THEY WILL BE HAPPY TO HELP YOU DEAL WITH THIS MATTER.

SECURITY CHECK-UP

Q RECENTLY WE HAVE BEEN ASKED TO BRING IN OUR PASSPORTS, WORK VISA, OR NI DOCUMENTS. IS THIS A REASONABLE REQUEST FROM THE COMPANY?

A Employers are breaking the law, if they employ a person who has no right to work in the UK. An employer can be fined upto £10,000 for each worker that may not have the legal right to work in the UK, or the employer could face criminal prosecution. The request is therefore reasonable.

HOLIDAY PAY ON MATERNITY LEAVE

Q I AM CURRENTLY ON MATERNITY LEAVE, AND I DO NOT PLAN TO RETURN TO WORK AT THE END OF IT. WHAT HAPPENS TO THE HOLIDAY PAY I HAVE ACCRUED DURING MY MATERNITY LEAVE?

A You continue to accrue entitlement to statutory minimum annual leave during ordinary maternity leave. Even if you are not returning. So you should be able to take the leave entitlement you have accrued. The issue is that the real point about minimum statutory leave entitlement is so that workers can have a rest. This leave cannot be replaced by cash, except, in the case where your work is being terminated (then you can be paid in lieu).

£

£

£

£

WIN £300

Simply email your mobile number to GMBmembersinAsda@gmb.org.uk

You will be automatically entered in a free prize draw exclusively for GMB members working in Asda. It will be drawn in June 2014 during GMB Congress in Nottingham.

GET IN TOUCH

1. Speak to your **GMB local steward** first if you need advice, support and help.
2. Or you can speak to your **Regional GMB Lead Organiser** as shown on the map.
3. Or you can ring our **national helpline on 02073916700** and ask for Bob Crosby, you can email Bob at GMBmembersinAsda@gmb.org.uk or info@gmb.org.uk.

GMB Scotland Barry Fletcher 07921 885775 or 0141 332 8641

GMB North West & Irish Region Giovanna Holt 07740 804058 or 0151 727 0077

GMB Birmingham & West Midlands Region Justine Jones 07834 416067 or 0121 550 4888

GMB Wales & South West Region Ruth Bennett 07980 753115 or 029 2049 1260

GMB Northern Region Mick Hopper 07870 176736 or 0191 233 3930

GMB Yorkshire & North Derbyshire Region Lynn Brook 07958 053286 or 019 2488 2255

GMB Midland & East Coast Region Rachelle Wilkins 07966 327970 or 01159 607 171

GMB London & East of England Region Shaun Graham 07885 706556 or 020 8202 8272

GMB Southern Region Kevin Brandstatter 07813 207374 or 020 8397 8881

UPDATE YOUR DETAILS: Tell GMB about any change to your personal details like a new address or change of name.

Step 1: Go to www.gmb.org.uk

Step 2: Select 'GMB members login'

Step 3: Enter your GMB membership number and a password of your choice

HOW TO JOIN GMB



Join now at www.gmb.org.uk/join

or just fill in the form below and hand it to your local GMB representative, or post it to:
Freepost RSTL-ULCH-JBET GMB, 22 Stephenson Way, LONDON NW1 2HD (you do not need a stamp).

FOR GMB USE ONLY

Section

Branch number

Membership number

Date of joining

GMB membership application form PLEASE USE BLOCK CAPITALS

1 TELL US ABOUT YOU

Surname	First name	Title	Mrs / Miss / Ms / Mr	Date of birth
Home address		Home phone number	Mobile number	Email
Postcode				
We ask for your ethnic origins as part of our equal opportunities policy of improving services to all members Bangladeshi <input type="checkbox"/> / Black African <input type="checkbox"/> / Black Caribbean <input type="checkbox"/> / Black British <input type="checkbox"/> / Chinese <input type="checkbox"/> / Indian <input type="checkbox"/> / Irish <input type="checkbox"/> / Pakistani <input type="checkbox"/> / White <input type="checkbox"/> / Other: <input type="text"/>				
National Insurance number	I agree to abide by GMB rules Signed			Date

2 TELL US ABOUT YOUR JOB

Employer	Your job
Address where you work	How many hours a week do you work?
Postcode	Pay number
	Work phone number
	Pay date

CHOOSE EITHER 3 AUTHORISATION OF DEDUCTION OF YOUR UNION CONTRIBUTIONS FROM YOUR PAY

Section 68, Trade Union and Labour Relations (Consolidated) Act 1992 as amended

- I authorise my employer to deduct from my pay each week/month the sum of

£ or other amounts as may be fixed by GMB from time to time.

- Please start the deductions immediately and pay the amounts to GMB.
- I note that this agreement may be cancelled by one month's notice in writing.
- I give permission to my employer to notify GMB of any future change of address.

Cash ☐

Signed

Date

OR 4 INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT



Please fill in the form below and send to: Freepost RSTL-ULCH-JBET, GMB, 22 Stephenson Way, LONDON NW1 2HD

Service User Number

Name and full postal address of your Bank or Building Society branch

To the Manager of	Bank/Building Society
Address	
	Postcode

Name(s) of account holder(s)

--

Bank/Building Society account number

Bank/Building Society Sort Code

--

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Banks or Building Societies may not accept Direct Debit instructions for some types of account

Instructions to your Bank or Building Society: Please pay GMB Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with GMB and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

--	--

For GMB official use only. This is not part of the instruction to your Bank/Building Society. If your A/C number is not available fill in your address below.

Reference number (GMB use only)

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