Please complete and email back to <u>publications@tuc.org.uk</u>, or print out and send to: TUC Publications, Congress House, Great Russell St., London WC1B 3LS.



new publication order form

Stock Code: HS112 ISBN: 978-1-911288-85-5

Workplace Manual - 4th edition

This practical workbook for reps is now in its fourthedition. It includes advice on all the common workplace issues and the legal remedies available. P&P free for the UK; Europe add 25%; rest of the world add 35%. Bookshops/trade terms available.





Quantity			
1 сору	£20	2-5 copies	£17 per copy
6-10 copies	£16 per copy	11–100 copies	£15 per copy
Over 100 copies	£14 per copy		

N.B. Unions who want their logo on the cover can have this done for no extra charge. Minimum order 100. Contact rsanders@tuc.org.uk Deadline for this is 27th April 2021.

Send me	copies	each priced at ^f	Total (inc p&p if applicable): ^f	
Name:			Date:	
Organisation/union branch:				
Address:				
Postcode:		Email:	Tel:	

Now choose one of the following four payment options:

- 1. I enclose a cheque for ^f
- 2. Please invoice me at the above address (NB this option is only available for orders above £100)
- 3. Please debit my Visa / Mastercard / Switch Card No:

Date:

4. I have made a BACS payment of ^f on (date) to Unity Trust Bank
Sort Code 60-83-01 Account Number 50511125 Account Name: Trades Union Congress

When paying by BACS you must give your organisation's name **and** the stock code for this publication (shown at the top of this form) as the payment reference so that we can identify you. Please also complete and return this form to the address above so that our despatch team can send your goods.

The TUC would like to keep you informed of our latest publications and offers. Please tick this box if you want to receive email updates

order form



Congress House Great Russell Street London WClB 3LS 020 7636 4030 tuc.org.uk

contact: P Rey-Burns direct line: 020 7467 1294

email: publications@tuc.org.uk

15th April 2021

Dear Colleague

The TUC Workplace Manual: 4th Edition

After the success of the third edition in 2016, the TUC has once again revised this popular manual to include recent legal changes in employment law and employee rights.

The Workplace Manual will be of use not only to stewards, but anyone who represents, advises or supports members, including learning, equality, green and health and safety reps.

The book also includes all the most up-to-date advice on the coronavirus and safe working.

This 212 page soft-bound A4 manual includes checklists, case studies and easy to read legal information. All reps will find it an invaluable source of practical advice and knowledge.

Frances O'Grady, TUC General Secretary says, "Trade union representatives are the unsung heroes of Britain's workplaces. Organised workplaces are safer, fairer and better because of what they do."

The book will be published next month, May 2021, but you can pre-order using the form overleaf.

And now you can opt to have your union's logo on the cover free of charge for orders over 100 copies, if you reply by 27 April.

Yours sincerely

Paul Rey-Burns TUC Publications

