

# Tackling Racism in the Workplace



a negotiators' guide

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## *Acknowledgement*

The TUC wishes to thank the Commission for Racial Equality and the Labour Research Department for their help and assistance with writing this guide.

# Introduction

**B**y 2018, the proportion of people of working age from black and minority ethnic (BME) communities is expected to increase by more than half, accounting for almost a fifth of the working age population. In a June 2008 speech on improving BME employment, employment minister Stephen Timms pointed out that “the working age ethnic minority population has risen from 9 per cent at the time of the 2001 census to 11 per cent today, and we expect this proportion to reach 18 per cent by 2018”.<sup>1</sup>

While these figures represent a clear and welcome opportunity for unions to become ever more diverse, they also signal the hard work that lies ahead, judging by the history of discrimination experienced by black workers in the labour market. These include a persistent ‘ethnic employment gap’ – the difference in the employment rate between BME and white people.

When in work, black workers continue to face discrimination, something backed up by a wide variety of official and other sources. For example, the 2007 report *Moving On Up*, published by the former Equal Opportunities Commission (EOC), found that Bangladeshi, Pakistani and African-Caribbean women faced “discrimination in the workplace, low expectations and stereotyping”.<sup>2</sup>

Even when employed at senior levels, BME managers feel their career progression is inhibited by racial discrimination. The 2008 Department of Work and Pensions (DWP) study, *Management Recruitment*,<sup>3</sup> which looks at the recruitment of under-

represented groups into senior roles, found that 23 per cent of black and 21 per cent of Asian managers rated their career progression as disappointing. This compared to only 13 per cent of those from both white and mixed ethnic backgrounds.

Black workers in the public sector are more likely to be in professional and managerial jobs than in the private sector where they are more likely to be found in semi-routine and routine jobs.

Union representatives should be tackling not just overt forms of racism such as harassment, but also taking action to challenge structures and processes within the workplace that covertly disadvantage black workers.

Research conducted by the Government found that, even when factors such as education and class are accounted for, there is no explanation for racial inequality at work other than discrimination. This discrimination is affecting the employment rates, progression and retention of black workers in the workplace.

Union representatives are well placed to tackle racial discrimination within the workplace. Dealing with discrimination is not just about supporting a worker who wishes to pursue their grievance through formal procedures, with the possibility of an employment tribunal. While for the individual this may seem to be the only way of resolving their grievance, this ultimately means it is dealt with outside of the work environment from which it originated. The root cause of the grievance,

be it the actions of a manager, other workers or a particular policy or procedure, will not necessarily be resolved and other workers may be at risk of suffering the same experience.

It may be the case that other workers have very similar concerns but feel unable to speak out, or the problem has not escalated to the same levels.

The aim of this short guide is to help you to become proactive in identifying and tackling issues that affect black workers in general, rather than focusing solely on individual concerns, so that all workers are treated fairly within the workplace.

Equality policies, monitoring and improved recruitment practices were introduced

into workplaces because trade union negotiators took up these issues and raised them with employers as part of a collective bargaining agenda.

Some recent examples of what trade unions can achieve in the private sector are included in this guide.

This guide is split into five further sections:

**What the law says:** provides a summary of the Race Relations Act 1976 – the legal framework enabling union representatives to talk to employers about tackling racial discrimination.

**First steps:** provides a starting point to determine the extent to which your employer is committed to race equality. Is there a systematic approach to equality based on good employment practice? This section includes key questions to ask during discussions with management.

**Issues for collective bargaining:** provides details of the types of issues affecting ethnic minority workers in the workplace, plus checklists to enable you to begin the information-gathering process to inform your negotiations. This presents a starting point rather than a definitive list of issues for you to address.

**Next steps:** provides advice on developing a practical course of action for collective bargaining on behalf of black workers.

**Further information:** provides signposts to additional guidance and a list of relevant organisations that can provide further advice and assistance.



# What the law says

**T**he Race Relations Act 1976 (RRA) forms the legal foundation of protection from racial discrimination in employment. It is worth bearing in mind that the law in itself does not put a stop to discrimination – it cannot be relied upon to achieve and protect equality issues; its function is to define what unlawful racial discrimination is. Collective bargaining is a proactive mechanism for ensuring that equal rights exist within the workplace. Therefore, unions are in a position to proactively seek out and challenge discriminatory practices on behalf of black workers.

The RRA makes it unlawful to discriminate in recruitment or employment on racial grounds. This applies to both the public and the private sectors. Racial grounds are defined as:

- race or colour
- nationality (including citizenship)
- ethnic or national origins.

Racial discrimination may be direct or indirect:

- **Direct discrimination** means treating a person less favourably on racial grounds, for example, by rejecting all job applications from non-British applicants, or by refusing to consider them for a job.
- **Indirect discrimination** occurs when an apparently non-discriminatory requirement, condition or practice that cannot be justified in strictly business terms, though it applies equally to everyone, actually disadvantages people from particular racial groups.



For example, it could be indirect discrimination to ask for a high standard of spoken English when the job does not require this.

Harassment on grounds of race or national or ethnic origins is a specific offence under the RRA, while harassment on grounds of colour or nationality may amount to direct discrimination. Harassment is unwanted conduct that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.

It is unlawful to victimise a person because he or she has made, or supported, a complaint of racial discrimination or harassment.

Instructing or inducing another person to discriminate is unlawful, as is publishing an advertisement or notice that indicates an intention to discriminate.

## Public authorities

Section 71 of the RRA gives public authorities listed in schedule 1A of the RRA a statutory general duty to have “due regard” to the need to eliminate unlawful racial discrimination, and to promote equality of opportunity and good relations between different racial groups in carrying out all their functions.

Most public authorities bound by the general duty must also meet certain specific duties to:

- prepare and publish a race equality scheme or policy, which states how they will meet the general duty in the areas of policy and service delivery
- monitor specified employment procedures and practices by racial group.

The duty to promote race equality also applies to the procurement of goods, facilities and services. Where a public authority’s function is carried out, wholly or partly, by an external supplier on its behalf, the authority remains responsible for meeting the duty.

**Note:** The information in this section gives general guidance only and should not be treated as a complete and authoritative statement of the law. For further information on the RRA, the Campaign for Racial Equality (CRE) publication *Statutory Code of Practice on Racial Equality in Employment* explains in detail all the concepts and provisions, with examples of cases heard in employment tribunals or the higher courts (see Further Information).

### CASE STUDY ACCESSING EMPLOYERS’ ETHNIC MONITORING STATISTICS – BECTU

The BECTU broadcasting and entertainment union continues with determined efforts to access the ethnic monitoring statistics held by the Ofcom industry regulator.

BECTU has for three years tried to get broadcasting industry regulator Ofcom to release the ethnic monitoring figures it holds on all commercial broadcast licences employing more than 20 people. Ofcom’s predecessor the ITC published these as a matter of course, but Ofcom has refused to do this.

As of November 2009, the union was awaiting the outcome of an appeal to the Information Tribunal which hears appeals because their original application to the Information Commission under the Freedom of Information Act was turned down. The union points out that a win would mean “a full picture of the employment of ethnic minority workers in all 138 licences across the country. This would really help to pressure the employers to raise their game.”

# First steps – equal opportunities policy and monitoring

It is essential to find out the extent to which your employer is committed to equal opportunities. Real commitment to equal opportunities and tackling discrimination is demonstrated by an action-based and systematic approach:

## *1) Does your employer have an equal opportunities policy?*

An equal opportunities policy should provide a framework for devising an action programme to address inequality in the workplace. It is important that the union is involved in the formulation of the policy to ensure that:

- the issues of disadvantage and discrimination that affect members are reflected in the policy
- adequate resources are allocated for implementation

- there are clear lines of management responsibility for ensuring compliance
- there is a monitoring mechanism to assess whether the policy is achieving its objectives.

While the equal opportunities policy is a starting point, it is important to remember that paper statements of intent alone are not enough.

## *Equal opportunities policy checklist*

- Is there an action plan to implement the policy?
- Have resources been allocated to cover the cost of putting it into operation?
- Is somebody in charge of implementing the policy?
- How is the policy put into operation in all aspects of employment within the organisation?
- Are all workers aware of the policy and do they understand how it affects them?

## *2) Does your employer undertake monitoring of its workers by ethnicity?*

Monitoring is a process of collecting, analysing and evaluating information. Information can be collected in several ways, including questionnaires, surveys, consultation and feedback. The final part of the monitoring process is to act on the findings of the data analysis in order to overcome identified inequalities. This final point is very important as to fail to act on the findings would reduce monitoring to a tick-box exercise of little value. An employer cannot claim to be committed





to equality of opportunity if it does not carry out monitoring as there is no mechanism to measure the effectiveness of equal opportunities policies and initiatives, however extensive they may be.

Monitoring also makes good business sense. As part of an effective management information system, it will enable managers to manage on the basis of a realistic assessment of the organisation, rather than on gut feeling.

The purpose of monitoring people's ethnic background is to:

- identify possible inequalities
- investigate the underlying causes of inequalities
- remove any unfairness or disadvantage.

If monitoring is carried out in the strictest confidence and the reasons for undertaking this are clear to all staff, it sends a clear message to workers and job seekers that the organisation is serious about equal opportunities. It is therefore imperative that trade unions hold management to account in terms of how it intends to use the information to make improvements for staff.

If monitoring is not being carried out, it is important to establish this process with management. For signposts to detailed guidance on monitoring, see Further Information.

### *Monitoring checklist*

- Is the union consulted on any proposed monitoring arrangements?
- How will the information be shared with the trade union?
- How will the information be stored?
- Who will have access to the information?
- How will the information be published?
- If monitoring is being conducted, what does the data reveal? Does the ethnicity of the workforce reflect the local population? Is this reflected at all levels within the organisation?
- Does monitoring extend to all employment processes (e.g. applications for promotion, transfer and training plus success rates for each; grievance and disciplinary action, including results; termination of contract)?
- If monitoring has revealed any disproportionate results for ethnic minority workers, has any further work been undertaken to establish the reasons for this?
- Have any targets been set as a result of the monitoring? Are they realistic and measurable?

# Issues for collective bargaining

This section provides a selection of issues relevant to ethnic minority workers. This is not an exhaustive list of all of the issues; its purpose is to help familiarise you with some of the most commonly occurring concerns, many of which have been dealt with through legal proceedings. The checklists provide you with a starting point to enable you to start developing an agenda that best represents your bargaining goals.

## Recruitment and selection

Black workers are still being discriminated against in the recruitment process.

You may find that the make up of your workplace does not match the local demographics, or that particular ethnic minority groups are over-represented in lower-grade roles.

Discrimination at the recruitment stage was clearly revealed in BBC Radio Five's Live CV test carried out in 2004. In an exercise lasting 10 months, fake CVs were sent out in response to a wide range of recruitment advertisements. All the applications were of the same standard in terms of qualifications and experience but were written and presented differently so as to increase their authenticity to recruiters. But while 23 per cent of the white candidates' applications were invited for interview, only 13 and 9 per cent respectively were successful from Black African and Muslim candidates.

### *Recruitment and selection checklist*

- Does the composition of the workforce reflect the local population? (Information on the local population is available from the local authority and the Census.)
- If not, is any monitoring being carried out to determine if ethnic minorities are applying for job vacancies?
- Where are job vacancies advertised?
- Are any steps taken to ensure job advertisements are targeted at under-represented groups?
- Is a standard application form used for all recruitment?
- Are job descriptions and selection criteria made clear to all potential applicants?
- What training is provided to staff involved in the recruitment and selection process? Does this include training on the equal opportunities policy and its application to recruitment?
- Are recruitment and selection procedures consistent with the CRE's Code of Practice on Racial Equality in Employment (see Further Information)?

## Training

A TUC report into training for employees found that more black workers than white workers had never been offered training by their current employers.

Data from the Labour Force Survey reveals the importance of trade unions in

negotiating a greater provision of training for workers, compared to when workers are simply consulted on this matter. In workplaces where training is negotiated, almost 40 per cent organise an average of five or more training days a year; but when training provision is only subject to consultation, less than 25 per cent match that figure.

As a union representative, you may find that ethnic minority staff are concentrated in particular occupations. Are there training provisions for these posts? Or more black workers may work unsociable hours compared to their white counterparts. Are there provisions to make training accessible?

#### *Training checklist*

- Is there a training and development delivery plan?
- Are training opportunities available to staff at all levels?
- How are training opportunities advertised to staff?
- Are there any disparities between ethnic groups in the take-up of training?
- Are there indications that black workers do not sign up for training courses? If yes, do you know the reasons for this?
- What steps have been taken to encourage greater take-up of training opportunities?

## Promotion/acting up

Similarly to recruitment, some ethnic minorities are over-represented in lower-grade jobs, despite having the necessary qualifications and experience to carry out higher-grade jobs.

For example, a TUC project looking into racism at work revealed how a black African council worker with the necessary qualifications had unsuccessfully applied for promotion. He later found out that a white man with no qualifications had been offered the job.

Opportunities to 'act up' are often created informally and are therefore not accessible to all suitably qualified workers. A Manchester tribunal ruled that an employer who promoted an employee to a newly created post without advertising the vacancy – with the result that there was no opportunity for others to apply – unlawfully discriminated against a black employee who would have applied for the post had he known about it.

#### *Promotion checklist*

- Is there a specific policy or scheme for career progression?
- How are promotion/acting up opportunities advertised?
- Are all workers eligible to apply for any promotion or acting up opportunities? If not, what reasons are given for limiting access?
- Is there evidence to show that the employer has followed standard recruitment procedures for promotions? Are job descriptions and

## ACHIEVING EXTENDED LEAVE ARRANGEMENTS – USDAW

In the late 1990s, the shop workers' union USDAW managed to achieve extended leave arrangements, thanks to a concerted effort to do this. The union's equalities officer, Ruth Cross explained: "We had an issue raised in a supermarket about black and Asian staff in particular finding it difficult to get extended time off to visit relatives overseas. We discussed this with our national race committee and decided we wanted to try and resolve it through collective bargaining."

So the union asked negotiators in that year's wage round to aim to negotiate extended leave agreements. As a result the union managed to get extended leave arrangements with most major food retailers, including the one where the issue first arose and which covers 120,000 staff.

The arrangement with **Midlands Co-operative Society Ltd** allows for up to 13 weeks' leave although there is a service qualification of a minimum two years' service. Employees can carry over two weeks' holiday entitlement from the previous year and use three weeks from the current entitlement. The facility is available once in five years.

The **Grattan** mail order and home shopping company allows employees to bank 10 days per year for up to two

years. Like the Midlands Co-operative Society, there is a minimum two years' service and the facility can be used every five years. It is discretionary, subject to manager/supervisor approval and dependent on operational requirements.

**Morrison's** has a discretionary arrangement allowing employees up to four weeks' unpaid extended leave. This arrangement retains all benefits and entitlements during the extended leave (as they would be during normal holiday entitlement). The agreement also allows staff to make up their contributions to company pension schemes on their return.

In exceptional circumstances **Shop Direct** staff can take unpaid extended leave – on average between four and six weeks – at management discretion and "subject to the needs of the business". There is a two-year service qualification.

For **Tesco** staff with one year's service, unpaid extended leave of up to four weeks is permitted, though not more than once every two years.

**Woolworth's** allows time off to deal with personal responsibilities overseas, though this is discretionary.

person specifications available for the job, and are applications assessed against this?

- Do applicants who wish to apply for promotion or acting up complete a standard application form?
- Are interviews held before making an appointment?
- Are you aware of black workers applying for promotions but consistently being turned down?

## Temporary, short-term and agency staff

The proportion of ethnic minorities among agency workers has been quoted by the Department for Trade and Industry (DTI) as being three times higher than the proportion for the population as a whole.<sup>4</sup> Members of ethnic minorities are more likely to work on a temporary basis than white employees.<sup>5</sup>

Agency staff and temporary workers are among those with the least rights and lowest pay and are most susceptible to

redundancy. They are unlikely to get access to training and staff development and as a consequence are unlikely to progress in the workforce.

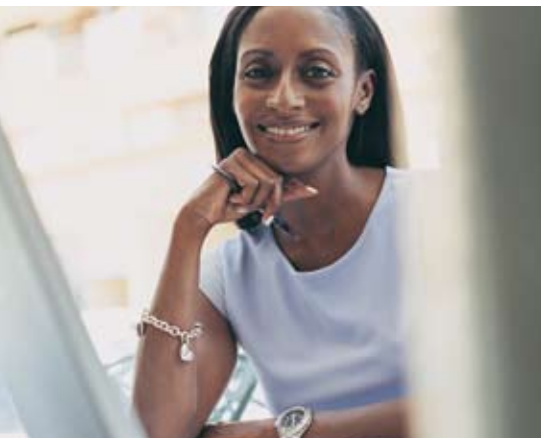
### *Temporary staff checklist*

- Is there a union agreement on the employment of temporary contract and agency staff?
- Is there a policy on and a criteria for the use of temporary and agency staff?
- What proportion of the workforce is employed on a temporary contract or through an agency?
- Does monitoring extend to staff on temporary contracts?
- Why are such workers not given permanent contracts?
- Are there instances where jobs of a similar role or grade are undertaken by staff on permanent contracts?
- Are there instances where the temporary contracts of workers are automatically renewed?
- Are exit interviews conducted with temporary or short-term staff? If yes, what happens to this information?

## Pay and working conditions

The Government's Ethnic Minority Employment Taskforce Report revealed the continuing disadvantage faced by ethnic minority workers over pay. It highlighted that the annual pay for some ethnic minorities is on average £7,300 less than for white workers.

This may partly be due to the fact that black workers are disproportionately represented in low-paid jobs. It can also



be due to informal policies and practices in the workplace that exclude them from overtime opportunities, bonuses and other forms of performance-related pay.

#### *Pay and conditions checklist*

- Has a pay audit been conducted? If yes, did it reveal any significant pay gaps between different ethnic groups?
- What does monitoring data reveal? Are black workers mainly employed in low-paid and frontline jobs?
- Is there a strategy to achieve black and minority ethnic representation at all levels of the workforce?
- How are opportunities for overtime made available to staff?
- Are there procedures or an agreement to ensure the fair distribution of overtime working and on allocation of work for bonuses? Are such procedures followed?
- Are exit interviews held with departing staff? How is this information analysed and used?

## Performance assessment

The danger of performance assessments in any job is that they can very easily turn into assessments of the person, based on unconscious assumptions about their ability as a member of a particular racial group, or as a woman, or as a disabled person. For example, a production line worker received the following comment in her annual appraisal: “Kamla does not speak good English, so she can’t understand instructions given by her supervisor.” In fact, Kamla’s work rate was better than average, and her level of spoken English did not affect her understanding of instructions or her ability to do the job.

#### *Performance assessment checklist*

- Is there a performance assessment scheme? If yes, has this been equality proofed?
- Do both managers and workers receive training on performance assessments?
- How often do assessments take place? Are they measured against an agreed job plan, based on the worker’s job description?
- What criteria are used for measuring performance? Are they objective and measurable? Do they refer to specific tasks and achievements?
- Does the worker have the opportunity to comment on the annual assessment report, and to discuss any concerns?
- Do assessments include discussion of training opportunities and career development?
- Do negative assessments affect pay?
- Is there monitoring of outcomes by ethnicity?

## Disciplinary action

In 2001, Nottingham City Council identified that black workers were disproportionately subject to disciplinary action and commissioned the Institute of Employment Studies to carry out a research study into the reasons for this.<sup>6</sup> This study found that much of the disciplinary action against black workers was based on judgements about their work performance but that the judgements of work performance was racially biased.

Unnecessary or unfair disciplinary action undermines the confidence of black workers in the workplace and affects their

chances of career progression. It is often an indicator of poor management and supervision in the workplace.

#### *Disciplinary action checklist*

- Is disciplinary action being monitored by ethnicity? If yes, what does the monitoring reveal?
- Are black workers being disproportionately subjected to disciplinary action?
- Is disciplinary action being used as a way of resolving issues of competence?
- Do black workers feel that they have adequate communication with management and are given enough supervision and guidance?
- Are standards of conduct and performance clear and precise and known by staff?
- Is your employer specific about what is required of managers in managing poor performance and what responsibilities they have to provide ongoing supervision?
- Are managers trained in dealing with disciplinary procedures?

#### RESPONDING TO EMPLOYER DOCUMENT CHECKS ON MIGRANT WORKERS – Unite/Migrants Rights Network

Employers may now be fined a civil penalty of up to £10,000 for employing an illegal migrant worker. This has led to increased document checks on workers who are both legally and illegally employed. Some employers are increasingly targeting their migrant workforce for document checks.

According to the Migrant Rights Network (MRN), following the introduction of the penalty regime, “a range of sources across trade unions and community groups” were reporting that both legally and illegally employed migrant workers were being singled out for document checks.

And as the organisation points out, “these measures raise fundamental issues about procedures which involve stereotyping and discrimination”.

A joint training project was set up in London by Unite and the MRN to equip

trade union activists and migrant workers to respond. The training sessions – which were run in English and Spanish for mainly Latin American cleaners – brought to light action the workers were already pursuing.

MRN policy officer Ruth Grove-White said the training sessions “were very well attended, which is a great indication of the need for further training”. Participants were given a broad overview of race legislation as well as current legislation on document checking so they would be better placed to challenge employers. Time had been limited – sessions were run at the weekend and confined to an afternoon “because we were mindful of asking people to give up a whole day”.

Donna Reeve from Unite said: “It does seem that the information the activists got from the sessions is going to be put to good use. But we need to incorporate feedback from them because the training has to meet the members’ needs.”

# Next steps

**U**nion representatives have an important role to play on behalf of members in preventing unlawful discrimination and in promoting equal opportunities and good race relations in the workplace.

Some or all of the issues that are detailed in this guide may be a problem for black workers in your workplace. Some or all of the issues that have been detailed in this guide will form part of mainstream policies, procedures or agreements that have been negotiated with management or on which union representatives may have been consulted.

Race equality issues are not separate issues to be solely negotiated on by specialists; they should be an aspect of all the agreements that are negotiated for members in the workplace.

In order to deal with problems of racial discrimination in the workplace and negotiate solutions with management you will need to:

- gather information
- develop a course of action
- talk to management.

## Gather information

The different kinds of information needed may be quite extensive and will include:

- the views of black members in the workplace
- knowledge of current equal opportunities policies or race equality

schemes in the workplace and of how they are working

- using workplace monitoring data on the issues that members have identified
- information from other sources (e.g. the union equalities officer, trades unions, the CRE).

## Develop a course of action

Having gathered this information, it will need to be evaluated and the following questions considered:

- What are the major issues to be tackled?
- What are the possible solutions?
- What needs to be done to get support for the solutions from the majority of union members?
- Is there a need for a workplace campaign?
- What is the likely management reaction?
- How might the union respond?

Prioritise the most important issues that need to be discussed.

## Talk to management

When negotiating on race equality issues with management you will need to:

- Be clear about the problems you are raising.
- Be clear about what you are trying to achieve.



- Put forward positive solutions.
- Include black members on the negotiating team; in some cases you may need to bring in people with race equality knowledge and experience.
- Ensure that all members are aware of the outcome of discussions.

As a union representative, you need to be aware that it is unlawful for trade unions to discriminate against members by treating them less favourably in the benefits they negotiate. This means that you will need to ensure that formal or informal agreements that are reached with management do not disadvantage ethnic minority workers. To ensure that this does not happen, you need to think about who gains and who loses in any claims that are put forward or agreements that are being proposed and ensure that black workers are not disadvantaged by any of the agreements that you propose.

## References

- 1 Speech to the Ethnic Minority Foundation by Stephen Timms, Minister for Employment and Welfare, 3 June, 2008.
- 2 *Moving On Up? The Way Forward*, Equal Opportunities Commission, 2007.
- 3 *Management Recruitment – Understanding Routes to Greater Diversity*, Department for Work and Pensions, 2008.
- 4 DTI. Available online at [www.dti.gov.uk/ministers/speeches/hewitt190602.html](http://www.dti.gov.uk/ministers/speeches/hewitt190602.html)
- 5 DTI. Fixed Term Employee's (Prevention of Less Favourable Treatment) Regulations 2002 (Implementing the framework agreement on fixed term work) Regulatory Impact Assessment.
- 6 *The Disproportionate Impact of Employment Procedures on Black Employees in Nottingham City Council*. Institute for Employment Studies, 2002.

# Further information

## Useful publications

All TUC publications can be made available for dyslexic or visually impaired readers, on request, in an agreed electronic format or in accessible formats such as Braille, audio tape and large print, and can be obtained through the TUC website at: [www.tuc.org.uk/publications/index.cfm](http://www.tuc.org.uk/publications/index.cfm)

*Challenging Racism at Work – Using the Law*  
This guide, written for the TUC by lawyers from Thompsons Solicitors, gives a clear and concise summary of the legal points that arise in discrimination cases. (2000) stock code: ER147; 36pp; ISBN 1 85006 537 3.

*Tackling Racism – a TUC Workbook*  
This is a fully revised and updated version of the original Tackling Racism, which has been so successful in trade union education programmes. 76 pages of information, activities and materials. (2000) stock code: ER153; 78pp; ISBN 1 85006 535 7.

*Working Against Racism – the Role of Trade Unions in Britain*  
This pamphlet draws on research undertaken in Britain as part of a European study of racism at work. Written by the TUC and Mary Davis at London Metropolitan University, it observes the very real contribution that unions have made to combating racism, but also offers a guide to action to improve anti-racist training and representation of black workers. (2006) stock code: ER224; 24pp; ISBN 1 85006 770 8.

The following publications have been produced by the CRE. All publications are available to download free from the CEHR website [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

### *Statutory Code of Practice on Racial Equality in Employment*

A set of recommendations and guidance on how to avoid unlawful racial discrimination and harassment in employment. It outlines employers' legal obligations under the Race Relations Act 1976, and contains general advice on the policies they will need to safeguard against discrimination and harassment. This new code replaces the CRE's *Code of Practice for the Elimination of Racial Discrimination and the Promotion of Equality in Employment* issued in 1984, and took legal effect on 6 April 2006. (2005) 112pp; ISBN 1 85442 562 5 (English), 1 85442 576 5 (Welsh).

### *Code of Practice on the Duty to Promote Race Equality*

This statutory code gives public authorities practical guidance on the steps they should take to tackle racial discrimination and promote equal opportunities and good race relations. It covers both the general duty and the specific duties. The code's appendices make clear whether, and how, your authority is affected by these duties. (2002) 80pp; ISBN 1 85442 430 0; £10.00.

### *Ethnic Monitoring: A Guide for Public Authorities*

Explains the main principles of ethnic monitoring, focusing on employment and service delivery. It discusses planning, communication, consultation, data collection, analysis, interpretation and ethnic categories. (2002) 92pp; ISBN 1 85442 434 3; £10.00.

## Relevant organisations

### **Advisory, Conciliation and Arbitration Service (ACAS)**

An independent employment relations service providing free and confidential advice to employers and others on equal opportunities policies and practices in employment. ACAS also runs Equality Direct, a helpline for managing equality in the workplace. ACAS has produced a Code of Practice on Disciplinary and Grievance Procedures.

[www.acas.org.uk](http://www.acas.org.uk)

National helpline: 08457 474747

Equality Direct: 08456 003444

### **Equality and Human Rights Commission (EHRC)**

A new statutory Non-Departmental Public Body (NDPB) set up under the Equality Act 2006 to be an independent influential organisation whose purpose is to reduce inequality, eliminate discrimination, strengthen good relations between people and protect human rights. The EHRC will give advice and guidance on all aspects of equality and human rights.

[www.equalityhumanrights.com/](http://www.equalityhumanrights.com/)

### **Scottish Trades Union Congress (STUC)**

STUC represents around 630,000 working people in Scotland, the members of 46 affiliated trade unions. STUC's purpose is to coordinate, develop and articulate the views and policies of the trade union movement in Scotland, and to promote trade unionism, equality and social justice, the creation of high-quality jobs and effective public services.

[www.stuc.org.uk](http://www.stuc.org.uk)

Tel: 0141 337 8100

### **Trades Union Congress (TUC)**

The TUC is the voice of Britain at work, with 61 affiliated unions representing over 6 million working people. It campaigns for a fair deal at work and for social justice at home and abroad. The TUC negotiates in Europe and, in Britain, builds links with political parties, businesses, local communities and wider society.

[www.tuc.org.uk](http://www.tuc.org.uk)

Tel: 0207 636 4030

### **Wales TUC**

Wales TUC represents just under half a million working people in Wales, the members of 50 affiliated trade unions. Wales TUC is an integral part of the TUC and campaigns to ensure that the TUC's role is undertaken effectively in Wales.

[www.wtuc.org.uk](http://www.wtuc.org.uk)

Tel: 029 2034 7010



Published by the Trades Union Congress  
Congress House, Great Russell Street, London WC1B 3LS

November 2009  
ISBN 978 1 85006 875 4  
£4 (£2 for TUC member unions)

For further information about the TUC's race equality work  
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Photographs by Jess Hurd/[www.reportdigital.co.uk](http://www.reportdigital.co.uk),  
Mark Thompson and Getty  
Print: College Hill Press