

Standard Operating Procedure (SOP) for Union information Collection & participation in Initial Meeting of union/solidarity representatives

PURPOSE OF THE PROCEDURE

To contact the union representative to attend the initial Meeting

ASSIGNED STAFF MEMBER

OSH Training Program Specialist

PROCESS/ PROTOCOL

Step 1: Receive the new factory list cluster wise from TL.

Step 2: Email to the IBC union Representatives with new factory list to collect the union/solidarity information.

Step 3: Once the designated OSHTPS received the updated factory list with union information, Fill up the union communication column (K, L, and M) in OSHTP Data Tracker for both unionized and non-unionized factories.

Step 4: Share the updated union/solidarity information with HoD/TL

Step 5: Where multiple IBC affiliates claim solidarity member in any given factory then it is the responsibility of assigned TL to send a letter to IBC to collect the name of one affiliate that will be in attendance at the initial meeting.

Step 6: OSHTPS will collect the contact information of respective union/solidarity representatives of the given factory from OSH Data tracker after getting the initial meeting schedule.

Step 7: Communicate with the respective union/solidarity representatives soon after releasing the schedule email.

Step 8: Notify union/solidarity representatives about the scheduled program, date & time to ensure their participation.

Step 9: Confirm the pick-up location of respective representatives and pick him/her up from the pickup location accordingly before entry into the facility on that scheduled date.

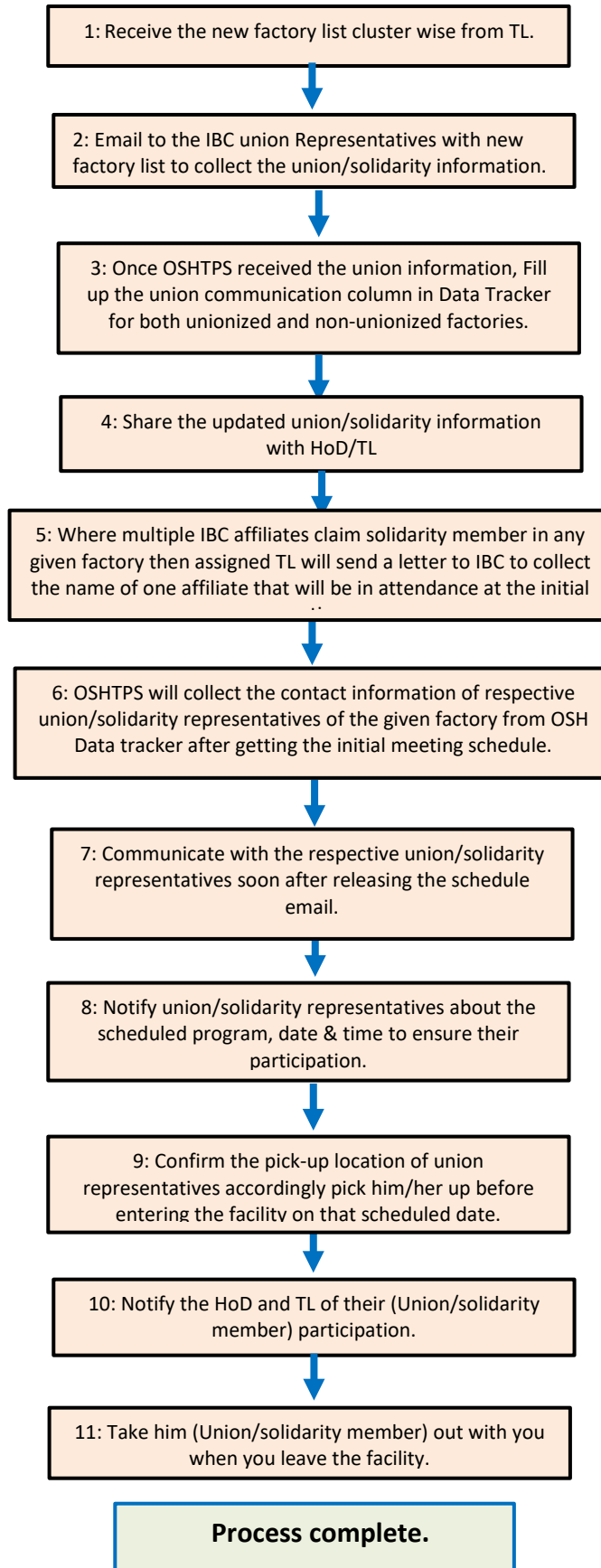
Step 10: Notify the HoD and TL of their (Union/solidarity member) participation.

Step 11: Take him (Union/solidarity member) out with you when you leave the facility.

Process complete.

SOP #	RSC-OSHTP-SOP-2024-027	Reviewed By	HoD (MP)
Revision #	01	Approved By	MD
Prepared By	TL - Sohel	Approval Date	21-May-2022
Last Review Date	06-Nov-2024	Implementation Date	01-Jun-2020

PROCESS FLOW CHART



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