



# Get support from your union rep

Dear colleague

I am your union representative here in our workplace – in Danish your tillidsvalgte.

I have been elected by our colleagues to – on behalf of IDA – look after our interests as employees and represent us in relation to management.

One of my tasks is to support you if you need support or advice, and I work continuously to create a good workplace.

When it comes to individual matters, you hopefully have a good dialogue with your immediate manager. However, in some situations it may be a good idea to get support from a union representative, e.g. to accompany you to disciplinary or grievance hearings with management.

You are always welcome to reach out to me.

## Contact information for your Union Rep:

# Here's how your union rep can help you

**Working conditions** / Your union rep can help you understand the rules for e.g. working hours, parental leave, senior agreements or changes to your job content that are described in your employment contract, staff handbook or collective agreement. They can also help you if you experience that working conditions are not being adhered to.

**Well-being** / You can talk to your union rep if you have input on how well-being in the workplace can be improved, or you are experiencing a problem that would benefit from being brought to the attention of management. If you yourself are experiencing signs of unhappiness, stress or illness, you can of course also contact your union rep.

**Salary** / You can talk to your union rep if you have questions about salary negotiations.

**Difficult conversations** / If you feel uncertain about a difficult conversation or conflict with your manager, you can get support from your union representative. He or she can accompany you to meetings with management, e.g. for sickness absence interviews or disciplinary hearings.

**Warning or dismissal** / If you have been given a warning or are being dismissed, you can ask your union representative for advice or support. It is also a good idea in these situations to contact IDA if you are a member.

**Good idea for an event** / If you have a good idea for a topic that could be relevant to all IDA members at the workplace, you can suggest it to your union representative, and together you can contact IDA. Examples could be a course on stress prevention or a workshop on cross-cultural collaboration.

**To IDA members** / Have you remembered to state where you are employed on your My IDA profile? Easily update all your information here: [mit.ida.dk/en/min-profil](https://mit.ida.dk/en/min-profil)