



CALLED INTO A MEETING BY YOUR EMPLOYER?

If your Employer calls you into a meeting, you may be nervous or unsure of what to expect. You have rights at work, including the right to fair treatment and the right to representation by UNA. Meetings with your Employer do not necessarily require UNA representation; contact UNA if you have questions or concerns.

At your side. On your side.

WHEN CALLED INTO A MEETING, YOU SHOULD

Ask what will be discussed

Ask who will be attending

Bring a pen and paper to take notes

Ask if the meeting could lead to discipline if you're unsure

IF THE MEETING COULD LEAD TO DISCIPLINE

Insist on having a UNA representative present

Contact your UNA Local Executive or a UNA office right away

Ensure you receive advance notice (typically a minimum of 24 hours)

IF THE MEETING IS REGARDING AN ACCOMMODATION, DISABILITY, OR RETURN TO WORK

Insist on having a UNA representative present

Contact your UNA Local Executive or a UNA office right away

Speak with your UNA representative before disclosing any medical information to your Employer

IN ANY MEETING WITH YOUR EMPLOYER

Be honest

Think before answering

Ask for information, clarification, or time to think if needed

If you don't remember, say so

Request UNA representation at any time in the meeting if needed

Document your request for UNA representation in your notes

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