

FAQS

安大略省 | 非建筑业

如何提出不公平劳工对待的投诉

使用条款

LabourWatch网站及网站所提供的一切资料意在向公众提供广受关注的相关信息。

这些信息的目的并非提供法律或咨询建议。从LabourWatch网站获取信息或者文件不应构成律师-客户关系。

尽管我们尽力提供准确的信息，但是我们并不能保证这些信息都是完整、准确、或及时的，并且不提供任何类型的保证。使用本网站的信息时，应结合由了解您情况的有资格的专业人员提供的适当的专业建议。

链接任何其它网站，或提及任何产品或服务，并不代表我们建议或暗示同意或推荐该等产品、服务或网站（或者该等网站所载资料。）

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加拿大LabourWatch协会鼓励用户按其需要，通过复制、邮件和传真方式使用我们的内容。对于使用我们的“常见问题解答”、任何关于劳工法诉讼程序的“下载”和我们的“时事通讯”等没有限制。网站上非LabourWatch协会提供的文件或材料可供查看，但是进一步的复制和散布应当只在版权法允许的情况下进行。

雇员无论是否已经加入工会，如欲向更多人提供资料，应向同部门雇员推荐本网站，并且当然可以下载、打印、复制、转发和以任何方式向同部门雇员或任何感兴趣的团体散布这些资料。在此方面您无需联系我们获得许可。

雇主为达到进行管理培训和交流沟通的目的，不论是在本组织内或者与其他感兴趣的团体一起，亦可以同样的方式使用本网站所载资料。在某些情况下，雇主可能会向雇员提供这些材料。然而，我们强烈建议，您应先向了解您具体情况的劳工律师咨询。

工会为培训和沟通之目的，不论是在工会内部或与其他感兴趣的团体（例如其成员或者工会所代表的非成员），亦可以同样的方式使用本网站所载资料。

詳情請致電 LABOURWATCH. 免費熱線 1-888-652-2687

概述

目前，在安大略省，纳税人税金或工会会费中没有资助“雇员顾问或督察专员”的经费，用于帮助处理雇员关于工会的疑问。如果您对工会的某一行为存有疑问，并且您的雇主无法与安大略省劳工关系委员会及工会沟通，您需要独自或与律师一起，向工会提出或前往安大略省劳工关系委员会解决。一般情况下，不鼓励雇员就某一工会行为向雇主提出要求。

同样的，安大略省规定不鼓励雇主帮助员工针对不恰当劳工行为提出投诉。同时，也不会帮助员工缴纳律师费，因为雇主对工会提出不公平劳工实务的投诉可以有很多。这种情况比较少见，所以请参阅安大略省不公平劳工实务常见问题中的问题1——实际上，需要打印并阅读不公平劳工实务常见问题中的所有9个问题。

安大略省劳工关系法中关于不公平劳工实务的内容很多，但大多与雇主和工会之间的关系有关。我们将仅关注于雇员与工会之间的关系。工会会对需要向雇主提出不公平劳工实务投诉的雇员提供重要帮助。对于各种工会向雇员提供的重要信息和资源，LabourWatch不再重复。

获取表格

安大略省劳工关系委员会为雇员提供一种专用表格，用于提交不公平劳工实务。LabourWatch也将这一表格提供在“实务指南”部分。

- **表格A33** ——根据安大略省劳工关系法（不公平劳工实务）第96条提出申请
- **表格A34**
——对根据安大略省劳工关系法（不公平劳工实务）第96条提出申请的回复
- **表格C12** ——向根据安大略省劳工关系法（不公平劳工实务）第96条提出申请所涉及的回复方和/或受影响方发出通知

鉴于普通雇员在理解法规（如安大略省劳工关系法）方面可能存有困难，填写表格时，需要您了解违反的是安大略省劳工关系法中的哪部分内容。我们已从劳工关系法中选录的内容列在本文件的结尾。安大略省劳工关系委员会的网站中针对不公平劳工实务设立了一个很有帮助的条目。

“实务指南”用于处理的情形仅包括：您认为工会针对正在加入工会的雇员或工会实际代表的会员雇员的行为已违反安大略省劳工关系法。

填写表格

表格A33内容清晰,並且文中有清楚的指引.
我们建议您打印并查看其内容,然后再继续操作. 你需要完成表格A33和表格C12.
表格A34需要提交空白表格到工會.

你将是“申请人”的联盟将“申诉人”.

確保填写好表格A33的“送达证书”. 安大略省劳工关系委员会认为这是一个单独的表单.

您将需要说明根据安大略省劳资关系法, 你受到侵犯的部分.
您会在本文件的最後找到完整列表.

在提交不公平劳工实务前, 應該完成以上步驟.

提出不公平劳工实务投诉的时机

雖然安大略省劳工关系委员会沒有特別規定您要在事件發生多久時間內提出投訴,
但是如果您等待過長時間才提出申請, 他們有權不受理你的投訴.

当副本提交到工会后, 你必须在五天内将正本提交到安大略省劳工关系委员会.

提交表格

提交到工會

你必须将完整的表格A33和表格C12 (名字和日期必须由你填写) 和空白的表格A34.
你可以亲身提交, 传真, 快递, 或邮寄. 請注意,
如果投訴是關於在取得工會認證的的過程中, 你只會有很少的時間.

提交到委員會

你必須在向工會提交表格5日內, 向安大略省劳工关系委员提交一份表格A33原件和複印件

下一步内容？

如果安大略省劳工关系委员支持某项投诉，则可能要求采取的补救措施不是处罚违反方，而是使受到影响的雇员恢复到此类违反没发生时其所处的状态。补救措施将包括对雇员遭受的损失进行补偿、恢复雇员的职位或撤销所采取的惩罚措施。这可能导致工会批准申请被拒，或因工会得不到足够的合法会员参与投票而无法表决。

Form A-33

LABOUR RELATIONS ACT, 1995

FIRE PROTECTION AND PREVENTION ACT, 1997

**APPLICATION UNDER SECTION 96 OF THE LRA OR 56.1 OF THE FPPA
(UNFAIR LABOUR PRACTICE)**

BEFORE THE ONTARIO LABOUR RELATIONS BOARD

Between:

Applicant,

- and -

Responding Party.

The applicant states that the responding party has violated section(s)

_____ of the *Labour Relations Act, 1995*. (You must claim that some section OTHER THAN SECTION 96 has been violated.)

OR

_____ of the *Fire Protection and Prevention Act, 1997*. (You must claim that some section OTHER THAN SECTION 56.1 has been violated.)

The applicant requests the following:

(Describe **in detail** what you wish the Board to order as a result of this application.)

Form A-33

[Before you file your application with the Board, you must deliver to the responding party and to the person(s) named in paragraph 2(a): a copy of your application, a blank response form, and a Notice to Responding Party and/or Affected Party of Application under Section 96 of the LRA or 56.1 of the FPPA (Form C-12) with the names of the parties and the date inserted. You must also complete the attached Certificate of Delivery.]

3. In support of its request, the applicant relies on the following material facts:

(Include **all** of the material facts on which you rely including the circumstances, what happened, where and when it happened, and the names of any persons said to have acted improperly. Please note that you will not be allowed to present evidence or make any representations about any material fact that was not set out in the application and filed promptly in the way required by the Board's Rules of Procedure, except with the permission of the Board.)

4. Other relevant statements:

DATED _____.

**Signature for the
Applicant**

Form A-33

CERTIFICATE OF DELIVERY

1. I certify that the following documents were delivered to [] the responding party, and [] any affected party named in paragraph 2 of the application:

- Application under Section 96 of the LRA or 56.1 of the FPPA;
- a blank copy of a Response to Application under Section 96 of the LRA or 56.1 of the FPPA (Form A-34); and
- Notice to Responding Party and/or Affected Party of Application under Section 96 of the LRA or 56.1 of the FPPA (Form C-12) **with the names of the parties and the date inserted.**

Name of Organization and name
and title of person to whom
documents were delivered

Address or facsimile number to
whom documents were delivered

Name of Organization and name
and title of person to whom
documents were delivered

Address or facsimile number to
whom documents were delivered

[Complete either section 2 or section 3 or section 4 below.]

2. These documents were delivered by [] facsimile transmission or [] hand delivery on _____ at _____ a.m./p.m.
(Date)

3. These documents were sent by [] regular mail on _____ at _____ a.m./p.m.
(Date)

Form A-33

4. These documents were given to _____
(Name of Courier)

on _____ and I was advised that they would be
(Date)

delivered not later than _____ at _____ a.m./p.m.
(Date)

NAME: _____

TITLE: _____

SIGNATURE: _____

Form A-33

IMPORTANT NOTES

FRENCH OR ENGLISH

Si vous communiquez avec la Commission, vous avez le droit de recevoir des services en français et en anglais. Vous pouvez consulter les règles de la Commission, les formulaires et les bulletins d'information sur le site Web de la Commission au www.olrb.gov.on.ca ou composer le 416-326-7500 ou (sans frais) le 1 877 339-3335 pour de plus amples renseignements. Veuillez prendre note que la Commission n'offre pas de services d'interprétation dans les langues autres que le français et l'anglais.

You have the right to communicate with, and receive available services from, the Board in either English or French. You can access the Board's Rules, Forms and Information Bulletins from its website at www.olrb.gov.on.ca or by calling 416-326-7500. Please note that the Board does not provide translation services in languages other than English or French.

CHANGE OF ADDRESS

Please notify the Board immediately of any change in your address, phone or fax numbers, or your e-mail address. If you fail to notify the Board of any changes, correspondence sent to your last known address may be deemed to be reasonable notice to you and the application may proceed in your absence.

EMAIL

If you have provided an e-mail address with your contact information, the Board will in all likelihood communicate with you by e-mail from a generic out-going address. Please be advised that the Board is not yet equipped to receive communications from you by e-mail.

OLRB RULES OF PROCEDURE

The Board's Rules of Procedure describe how an application, response or intervention must be filed, what information must be provided and the time limits that apply. You can obtain a copy of the Rules from the Board's office at 505 University Avenue, 2nd Floor, Toronto, Ontario, M5G 2P1 (Tel: 416-326-7500) or from the Board's website.

ACCESSIBILITY and ACCOMMODATION

In accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*, the Board makes every effort to ensure that its services are provided in a manner that respects the dignity and independence of persons with disabilities. Please tell the Board if you require any accommodation to meet your individual needs.

FREEDOM OF INFORMATION and PROTECTION OF PRIVACY

Form A-33

Personal information is collected on this form under the authority of the Board's governing legislation to assist in the processing of this application. In addition, information received in written or oral submissions may be used and disclosed for the proper administration of the Board's legislation and processes. The *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990 F.31 governs the collection, use and disclosure of this information.

Any information that you provide to the Board that is relevant to this application must in the normal course be provided to the other parties to the proceeding.

HEARINGS and DECISIONS

Board hearings are open to the public unless the panel decides that matters involving public security may be disclosed or if it believes that disclosure of financial or personal matters would be damaging to any of the parties. Hearings are not recorded and no transcripts are produced.

The Board issues written decisions, which may include the name and personal information about persons appearing before it. Decisions are available to the public from a variety of sources including the Ontario Workplace Tribunals Library, and over the internet at www.canlii.org, a free legal information data base. Some summaries and decisions may be found on the Board's website under *Highlights* and Recent Decisions of Interest.

Form A-34

File No. _____

LABOUR RELATIONS ACT, 1995

FIRE PROTECTION AND PREVENTION ACT, 1997

**RESPONSE TO APPLICATION
UNDER SECTION 96 OF THE LRA OR 56.1 OF THE FPPA
(UNFAIR LABOUR PRACTICE)**

BEFORE THE ONTARIO LABOUR RELATIONS BOARD

Between:

Applicant,

- and -

Responding Party.

The responding party states in response to the application:

OR

_____ **intervenes in this**
(Name of Intervenor)

proceeding and states in response to the application:

1. (a) Correct name of the responding party/intervenor:

(b) Address, telephone number, facsimile number and e-mail address of the responding party/ intervenor:

Form A-34

4. The following statements in the application are not agreed to:

5. In support of its response, the responding party/intervenor relies on the following material facts:

(Include **all** of the material facts on which you rely including the circumstances, what happened, where and when it happened, and the names of any persons said to have acted improperly. Please note that you will not be allowed to present evidence or make any representations about any material fact that was not set out in the response and filed promptly in the way required by the Board's Rules of Procedure, except with the permission of the Board.)

6. In respect of the order(s) requested by the applicant, the responding party/intervenor states:

(Describe your position with respect to the order(s) requested by the applicant.)

7. **[Complete this section only if you are intervening in this case.]**

The intervenor claims to be affected by the application for the following reasons:

Form A-34

8. Other relevant statements:

DATED _____.

**Signature for the Responding
Party/Intervenor**

Form A-34

CERTIFICATE OF DELIVERY

1. I certify that a completed copy of the response was delivered to [] the applicant, [] the responding party, and/or [] any affected party named in paragraph 2 of the application or in a response filed by another party, as follows:

Name of Organization and name
and title of person to whom
documents were delivered

Address or facsimile number to
which documents were delivered

Name of Organization and name
and title of person to whom
documents were delivered

Address or facsimile number to
which documents were delivered

2. **[Complete this section only if you named an affected party in paragraph 2 of your response that was not named in paragraph 2 of the application or in a response filed by another party.]**

I certify that the following documents were delivered to the affected party named in paragraph 2 of this response, as follows:

- a copy of the application;
- a copy of the Notice to Responding Party and/or Affected Party of Application under Section 96 of the LRA or 56.1 of the FPPA (Form C-12);
- a completed copy of the response; and
- a blank copy of a Response to Application under Section 96 of the LRA or 56.1 of the FPPA (Form A-34).

Name of Organization and name
and title of person to whom
documents were delivered

Address or facsimile number to
which documents were delivered

Form A-34

[Complete either section 3 or section 4 or section 5 below.]

3. The documents were delivered by [] facsimile transmission or []
hand delivery on _____ at _____ a.m./p.m.
(Date)

4. The documents were posted by [] regular mail on
_____ at _____ a.m./p.m.
(Date)

5. The documents were given to _____ on
(Name of Courier)

_____, and I was advised that they would be delivered
(Date)

not later than _____ at _____ a.m./p.m.
(Date)

NAME: _____

TITLE: _____

SIGNATURE: _____

Form A-34

IMPORTANT NOTES

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ACCESSIBILITY and ACCOMMODATION

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FREEDOM OF INFORMATION and PROTECTION OF PRIVACY

Form A-34

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Any information that you provide to the Board that is relevant to this application must in the normal course be provided to the other parties to the proceeding.

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Board hearings are open to the public unless the panel decides that matters involving public security may be disclosed or if it believes that disclosure of financial or personal matters would be damaging to any of the parties. Hearings are not recorded and no transcripts are produced.

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Form C-12

LABOUR RELATIONS ACT, 1995

FIRE PROTECTION AND PREVENTION ACT, 1997

**NOTICE TO RESPONDING PARTY AND/OR
AFFECTED PARTY OF
APPLICATION UNDER SECTION 96 OF THE LRA OR 56.1 OF THE FPPA
(UNFAIR LABOUR PRACTICE)**

BEFORE THE ONTARIO LABOUR RELATIONS BOARD

Between:

Applicant,

- and -

Responding Party.

TO THE RESPONDING PARTY AND/OR AFFECTED PARTY:

1. The applicant has initiated an application with the Ontario Labour Relations Board alleging that the responding party has contravened the Labour Relations Act.
2. **A copy of that application is enclosed.** Also enclosed is a blank Response to Application under Section 96 of the LRA or 56.1 of the FPPA (Form A-34).
3. This Notice and other material are being sent to you because you are the Responding Party or because you have been identified in paragraph 2 of the application or response as a person who may be affected by the application. **An application under the Labour Relations Act is a legal proceeding and may affect your legal rights and obligations. You may wish to seek legal advice immediately.**
4. **IF YOU ARE THE RESPONDING PARTY,** your response to the application must be filed in the offices of the Board, 2nd Floor, 505

Form C-12

University Avenue, Toronto, no later than ten (10) days after the Application was delivered to you.

You may file your Response with the Board by any method, except facsimile transmission, e-mail or registered mail.

You must also deliver a copy of your Response to the Applicant (and to any affected person identified in paragraph 2 of the application or paragraph 2 of your response) before you file your response with the Board. The response may be delivered by facsimile transmission, hand delivery, courier, or regular mail. You must also complete a Certificate of Delivery.

5. **IF YOU HAVE BEEN NAMED AS A PARTY WHO MAY BE AFFECTED BY THE APPLICATION**, and if you choose to participate in this case, you must file a response to the application in the offices of the Board, 2nd Floor, 505 University Avenue, Toronto, no later than ten (10) days after the Application under Section 96 of the LRA or 56.1 of the FPPA was delivered to you.

You may file your Response with the Board by any method, except facsimile transmission, e-mail or registered mail.

You must also deliver a copy of your Response to the Applicant and to the Responding Party (and to any other affected person identified in paragraph 2 of the application or paragraph 2 of any response) before you file your response with the Board. The response may be delivered by facsimile transmission, hand delivery, courier or regular mail. You must also complete a Certificate of Delivery.

6. Please note that periods of time referred to in this notice, in other Board forms and notices, and in the Board's Rules of Procedure do not include weekends, statutory holidays, or any other day that the Board is closed.
7. The Board's Rules of Procedure describe how a response must be filed with the Board, what information must be provided and the time limits that apply.

If you do not file your response and other required documentation in the way required by the Board's rules, the Board may not process your response and documents, and may decide the application without further notice to you. Furthermore, you may be deemed to have accepted all the facts stated in the application.

Form C-12

Please consult the Board's Rules of Procedure before completing your response. Copies of the Board's Rules may be obtained from the Board's offices located on the 2nd Floor at 505 University Avenue, Toronto, Ontario (Tel. (416) 326-7500) or downloaded from the Board's website at www.olrb.gov.on.ca.

8. The Board's Rules of Procedure require the Applicant to deliver the enclosed application to the responding party (and to any affected party named in the application) before filing it with the Board.

The Rules of Procedure also require that a responding party that identifies an affected party must deliver a copy of the application to that affected party.

Once the application is filed, the Board sends to the parties a confirmation of the filing, a Board file number, and information about the appointment of a Board Officer and the scheduling of a hearing (if any).

If you do not receive a confirmation of filing from the Board within seven (7) days after you receive the application, you may wish to contact the Board.

9. In the normal course, an Officer of the Labour Relations Board will contact you soon to arrange a time to meet and discuss the application with you.

DATED _____.

The Registrar
Ontario Labour Relations
Board

NOTE: All communications should be addressed to:

The Registrar
Ontario Labour Relations Board
505 University Avenue
2nd Floor
Toronto, Ontario
M5G 2P1
(416) 326-7500

Form C-12

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HEARINGS and DECISIONS

Board hearings are open to the public unless the panel decides that matters involving public security may be disclosed or if it believes that disclosure of financial or personal matters would be damaging to any of the parties. Hearings are not recorded and no transcripts are produced.

The Board issues written decisions, which may include the name and personal information about persons appearing before it. Decisions are available to the public from a variety of sources including the Ontario Workplace Tribunals Library, and over the internet at www.canlii.org, a free legal information data base. Some summaries and decisions may be found on the Board's website under *Highlights* and *Recent Decisions of Interest*.

Excerpts from the Ontario Labour Relations Act concerning Unfair Labour Practices against Unions.

73 (2) No trade union council of trade unions or person acting on behalf of a trade union or council of trade unions shall, so long as another trade union continues to be entitled to represent the employees in a bargaining unit, bargain with or enter into a collective agreement with an employer or an employers' organization on behalf of or purporting, designed or intended to be binding upon the employees in the bargaining unit or any of them.

74 A trade union or council of trade unions, so long as it continues to be entitled to represent employees in a bargaining unit, shall not act in a manner that is arbitrary, discriminatory or in bad faith in the representation of any of the employees in the unit, whether or not members of the trade union or of any constituent union of the council of trade unions, as the case may be.

75 Where, pursuant to a collective agreement, a trade union is engaged in the selection, referral, assignment, designation or scheduling of persons to employment, it shall not act in a manner that is arbitrary, discriminatory or in bad faith.

76 No person, trade union or employers' organization shall seek by intimidation or coercion to compel any person to become or refrain from becoming or to continue to be or to cease to be a member of a trade union or of an employers' organization or to refrain from exercising any other rights under this Act or from performing any obligations under this Act.

77 Nothing in this Act authorizes any person to attempt at the place at which an employee works to persuade the employee during the employee's working hours to become or refrain from becoming or continuing to be a member of a trade union.

79

(7) A strike vote or a vote to ratify a proposed collective agreement or memorandum of settlement taken by a trade union shall be by ballots cast in such a manner that persons expressing their choice cannot be identified with the choice expressed.

(8) All employees in a bargaining unit, whether or not the employees are members of the trade union or of any constituent union of a council of trade unions, shall be entitled to participate in a strike vote or a vote to ratify a proposed collective agreement or memorandum of settlement.

(9) Any vote mentioned in subsection (7) shall be conducted in such a manner that those entitled to vote have ample opportunity to cast their ballots. If the vote taken is otherwise than by mail, the time and place for voting must be reasonably convenient.

87

(2) No trade union, council of trade unions or person acting on behalf of a trade union or council of trade unions shall,
(a) discriminate against a person in regard to employment or a term or condition of employment;
or
(b) intimidate or coerce or impose a pecuniary or other penalty on a person,

because of a belief that the person may testify in a proceeding under this Act or because the person has made or is about to make a disclosure that may be required in a proceeding under this Act or because the person has made an application or filed a complaint under this Act or has participated in or is about to participate in a proceeding under this Act.

88 No person shall wilfully destroy, mutilate, obliterate, alter, deface or remove or cause to be destroyed, mutilated, obliterated, altered, defaced or removed any notice that the Board has required to be posted during the period that the notice is required to be posted.

92

- (1) Every trade union shall upon the request of any member furnish the member, without charge, with a copy of the audited financial statement of its affairs to the end of its last fiscal year certified by its treasurer or other officer responsible for the handling and administration of its funds to be a true copy, and, upon the complaint of any member that the trade union has failed to furnish such a statement, the Board may direct the trade union to file with the Registrar of the Board, within such time as the Board may determine, a copy of the audited financial statement of its affairs to the end of its last fiscal year verified by the affidavit of its treasurer or other officer responsible for the handling and administration of its funds and to furnish a copy of the statement to the members of the trade union that the Board in its discretion may direct, and the trade union shall comply with the direction according to its terms.
- (2) Where a member of a trade union complains that an audited financial statement is inadequate, the Board may inquire into the complaint and the Board may order the trade union to prepare another audited financial statement in a form and containing the particulars that the Board considers appropriate and the Board may further order that the audited financial statement, as rectified, be certified by a person licensed under the *Public Accounting Act, 2004* or a firm whose partners are licensed under that Act.

93

- (1) In this section, “administrator” means any trade union, trustee or person responsible for the control, management or disposition of money received or contributed to a vacation pay fund or a welfare benefit or pension plan or fund for the members of a trade union or their survivors or beneficiaries.
- (2) The administrator, upon the request in writing of any member of the trade union whose employer has made payments or contributions into the fund or plan, shall furnish to the member without charge a copy of the audited financial statement required to be filed by subsection (2).
- (3) Where an administrator has failed to comply with subsection (2) or (3), upon a certificate of failure so to comply signed by the Minister or upon complaint by the member, the Board may direct the administrator to comply within the time that the Board may determine.

APPLICATION UNDER SECTION 96 OF THE ACT (UNFAIR LABOUR PRACTICE)

SPECIAL RULES THAT APPLY	None.
MATERIAL TO BE DELIVERED BY APPLICANT	<ul style="list-style-type: none"> • A completed copy of the Application under Section 96 of the Act (Form A-33); • A blank copy of a Response to Application under Section 96 of the Act (Form A-34); and • Notice to Responding Party and/or Affected Party of Application under Section 96 of the Act (Form C-12) with the names of the parties and the date inserted.
MANNER OF DELIVERY BY APPLICANT	Hand delivery, courier, regular mail, facsimile transmission or any other way agreed upon by the parties.
TIME LIMIT FOR FILING BY APPLICANT	Application to be filed not later than five days after the application was delivered to the responding party. Documents to be filed not later than ten days before the first date set for hearing.
NO. OF COPIES OF APPLICATION TO BE FILED	One signed original and one copy
MANNER OF FILING BY APPLICANT	Any manner except Registered Mail, e-mail or facsimile transmission.
MATERIAL TO BE DELIVERED BY RESPONDING PARTY	A completed copy of the Response to Application under Section 96 of the Act (Form A-34).
MANNER OF DELIVERY BY RESPONDING PARTY	Hand delivery, courier, regular mail, facsimile transmission or any other way agreed upon by the parties.
TIME LIMIT FOR FILING BY RESPONDING PARTY	Response to be filed not later than ten days after the application was delivered. Documents to be filed not later than ten days before the first date set for hearing.
NO. OF COPIES OF RESPONSE TO BE FILED	One signed original and one copy
MANNER OF FILING BY RESPONDING PARTY	Any manner except Registered Mail, e-mail or facsimile transmission.