Manager Briefing: Trade Union Access Requests from 30 October 2026

As you may be aware, changes to trade union legislation come into force on **30 October 2026** that may affect our organisation.

Under the new law, any independent trade union can formally request access to our workplaces and employees, regardless of whether we currently have a relationship with that union.

It is essential that any such requests are escalated immediately so that the organisation can comply with its legal obligations and statutory timescales.

What is a Trade Union Access Request?

From 30 October 2026, trade unions have a legal right to request discussions about access arrangements that would allow them to engage with employees for purposes such as:

- Meeting and supporting workers
- Providing representation
- Organising and recruiting members
- Communicating with employees about workplace matters

Once a valid request is received, the organisation has **15 working days** to respond.

Failure to comply with the legislation, including failing to respond within the required timeframe, could result in significant financial penalties reaching fines of up to six figure sums.

How Might We Receive a Request?

A trade union access request may be received by:

- Email
- Post
- Hand delivery

Requests may be sent to one of our business locations, head office, registered office, or directly to an employee or manager.

Requests are likely to be headed **"Trade Union Access Request"** and may reference:

- The Trade Union and Labour Relations (Consolidation) Act 1992
- The Employment Rights Act 2025

They will normally include:

- The name of the trade union
- Details of the union representative(s)
- Information about the access being requested

What Should You Do?

If you receive a trade union access request, or any communication that you think may be a trade union access request:

Forward it immediately to unionaccess@groupe-atlantic.co.uk without responding directly.

If you are unsure whether the communication is a formal access request, please still send it for review as soon as possible. This email address will be monitored by the HR Team.

Prompt escalation is critical because of the strict legal deadlines that apply.

What Happens Next?

HR will manage the organisation's response and keep relevant managers informed of any agreed arrangements.

Where necessary, managers will be provided with guidance regarding access arrangements, union visits, employee attendance at meetings, and any operational requirements.

Questions?

If you have any questions about these legislative changes or what to do if you receive a request, please contact **HR.**

Thank you for your cooperation in helping us meet our legal obligations.