Employment Rights Act 2025

Duty to inform workers – reps' checklist

Here's how you can use the duty to inform to build the union in your workplace.

1. Check for updates and compliance

- ☐ Ask your employer what changes they're making to meet the duty from January 2027.
- ☐ Check the government website to make sure your employer's statement uses the government's standard wording and has the correct details of any recognised union or statutory access agreement in your workplace.
- ☐ Check new starters are receiving it with their written starter paperwork.
- ☐ Check existing workers receive it or are told where to find it by **5 April 2027.**
- ☐ If your employer puts it on an intranet, in a handbook or on a noticeboard, check it's easy for *all* workers to access throughout the year.
- ☐ Check your employer sends a reminder each year by **5 April** telling workers where to find it.
- ☐ Make sure they update workers within one month if the recognised union or statutory access agreement changes.
- ☐ If any groups of workers can't access the information, flag it with your union.

2. Make the most of the duty to inform

Use your employer's statement as a chance to raise awareness of the union.

- ☐ Make sure that alongside the employer statement, additional information about joining the union is easily visible in induction materials, staff handbooks, and intranet pages, and that contact details for local reps are easy to find.
- ☐ Encourage your employer to circulate this information alongside the employer statement and to include it in any intranet pages or notice boards.
- ☐ Ask to be involved in any induction or welcome sessions so you can explain about the union in person.

- ☐ Check with new starters if they've seen the information and have any questions about the union.
- ☐ When your employer sends the annual statement or reminder to existing staff, use it to organise a recruitment drive or event to tell workers more about the union.