

## TCA Database Dictionary / Glossary of terms

Term	Explanation	Sources
<b>Accompanying measures (Restructuring)</b>	Restructuring – company reorganisation, closures, mergers & acquisitions, downsizing, outsourcing, relocation etc. – is a necessary part of economic life but the consequences can be painful for all concerned. Therefore, the European Union is working to reduce the negative impact of restructuring and help people capitalise on the opportunities it presents. These activities involve: <i>Anticipation</i> – improving forecasting in order to help prepare workers, companies and regions for change; <i>Preparation</i> – investing in human and physical resources in order to be ready for future challenges (particularly through education and training); and <i>Change management</i> – proposing solutions to minimise social costs. Encouraging information and consultation of workers.	EU Commission/DG EMPL <a href="http://ec.europa.eu/social/main.jsp?catId=103&amp;langId=en">http://ec.europa.eu/social/main.jsp?catId=103&amp;langId=en</a>
<b>Agreement (Framework Agreement)</b>	In the context of this database, the term «agreement» refers to transnational agreements/framework agreements at company level, that are concluded between management and employee representatives. While agreements concluded by some transnational groups, operating on a worldwide scale usually relate to fundamental rights or different aspects of company social responsibility, European agreements are often aimed at anticipating change and providing support for employees in the process of company restructuring. According to the EU Commission, three different approaches can be identified: a) in some cases, when there is no specific restructuring plan in place, these agreements cater for a forward planning for jobs and skills at European level; b) in other cases, they establish methods and procedures to be followed in order to promote the management of change; c) there are agreements related to specific restructuring operations and accompanying measures in this context.	EU Commission/DG EMPL <a href="http://ec.europa.eu/social/main.jsp?catId=88&amp;langId=en&amp;eventsId=166&amp;furtherEvents=veys">http://ec.europa.eu/social/main.jsp?catId=88&amp;langId=en&amp;eventsId=166&amp;furtherEvents=veys</a>
<b>Anticipation of employment and skills needs</b>	In an increasingly uncertain world, change and jumps of all kinds are giving rise to and justifying an ever-increasing need for anticipation, particularly in the areas of the economy, labour market, skills and qualification needs and business environments. The need is even more pressing in as much as, when confronted with restructuring, Europe chose from the outset to encourage the retraining of employees, help companies with modernisation and give new impetus to regions and areas affected by the decline or departure of their economic activities. Against this, a better anticipation of change and in particular employment and skills needs has been the focus of various initiatives of the EU, e.g. the “New Skills for New Jobs” initiative, the initiation of sector councils on employment and skills or the Anticipedia user-driven website on restructuring and anticipation.	EU Commission/DG EMPL <a href="http://ec.europa.eu/social/main.jsp?catId=782&amp;langId=en">http://ec.europa.eu/social/main.jsp?catId=782&amp;langId=en</a> <a href="https://ec.europa.eu/employment_social/anticipedia/">https://ec.europa.eu/employment_social/anticipedia/</a>
<b>Athens Ethical Principles</b>	The Athens Ethical Principles were signed in Athens in January 2006. The principles are part of a campaign (“End Human Trafficking Now”) between an international peace movement and the business community. There are seven principles the signing businesses want to embrace, foremost to explicitly demonstrate the position of zero tolerance towards trafficking in human beings, especially women and children for sexual exploitation. Furthermore they assure to develop a corporate strategy for an anti-trafficking policy which will permeate all their activities and to encourage business partners, including suppliers, to apply the same ethical principles against human trafficking.	UN.GIFT, URL: <a href="http://www.ungift.org/docs/ungift/pdf/Athens_principles.pdf">http://www.ungift.org/docs/ungift/pdf/Athens_principles.pdf</a>
<b>Atypical Work</b>	Atypical work refers to employment relationships not conforming to the standard or ‘typical’ model of full-time, regular, open-ended employment with a single employer over a long time span. According to European legislation, atypical employment covers part-time, evening and weekend work, fixed-term work, temporary or subcontract home-based work, telework and outwork.	Eurofound Dictionary, URL: <a href="http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/atypical_work.htm">http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/atypical_work.htm</a> ILO Glossary of Labour Law

		and Industrial Relations, page 41.
<b>Benefits</b>	Employment benefits are various non-wage compensations provided to employees in addition to their normal salaries.	
<b>Bonus and incentives</b>	All remuneration elements with which the employer tries to involve the employee in the company's results or to make him/her benefit from the profit made directly. See notably the definition in financial participation.	
<b>Charter / Code</b>	According to the ILO, unlike labour law, corporate codes (of conduct) or charters do not have an authorized definition. These texts refer to companies' policy statements that define ethical standards for their conduct. There is a great variance in the ways these statements are drafted. Codes and charters are completely voluntary. They can take a number of formats and address any issue - workplace issues and workers' rights being just one possible category. Also, their implementation depends totally on the company concerned. There is also a wide variety of signatory parties and authors, e.g. founders, boards of directors, CEOs, top management etc. Often, but not in all cases charters and codes can involve employee representatives.	ILO <a href="http://actrav.ilo.org/actrav-english/telearn/global/ilo/code/main.htm">http://actrav.ilo.org/actrav-english/telearn/global/ilo/code/main.htm</a>
<b>Child labour</b>	ILO Convention No. 138 (1973) and No. 182 concern the abolition of child labour. Convention No. 182 calls for immediate action to eliminate the worst forms of child labour. "More than 130 countries, a clear majority of ILO Member States, have ratified the ILO Convention, by far the fastest pace of ratification in the history of the ILO."  Child labour is explicitly banned in the European Union under the Charter of Fundamental Rights of the European Union 2000. Council Directive 94/33/EC of 22 June 1994 on the protection of young people at work applies to young workers classified in three categories. "The main objective is to ban the employment of children, although some exceptions are allowed. The Directive contains detailed provisions regulating the working time of young workers, and places a number of general obligations on employers of young workers to protect their health and safety."	Eurofound Dictionary, URL: <a href="http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/childlabour.htm">http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/childlabour.htm</a>  ILO Glossary of Labour Law and Industrial Relations, pages 49-50, 188.
<b>Codes of Conduct</b>	Codes of conduct are used in EU employment and industrial relations as sources of non-legally enforceable norms. Non-binding codes of conduct are contrasted, often unfavourably, with legally binding norms of EU social law and policy. It is important to note, however, that some codes of conduct, despite their non-legally binding nature, may have an impact on the practices and behaviour of public authorities and private individuals, and on employers, employees and their organisations. They may be embodied in agreements between the social partners and have also been adopted by multinationals to regulate labour standards.  See also <b>Charter / Code</b>	Eurofund Dictionary, URL: <a href="http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/codesofconduct.htm">http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/codesofconduct.htm</a>
<b>Collective Bargaining</b>	It is the process of negotiation between unions and employers regarding the terms and conditions of employment of employees, and about the rights and responsibilities of trade unions. It is a process of rule making, leading to joint regulation. The right of collective bargaining is laid out in Article 28 of the Charter of Fundamental Rights of the European Union. Article 28 deals with the process of collective bargaining, its outcome, the collective agreement, the actors involved (workers, employers, their organisations) and the appropriate levels. The ILO Convention No. 154 from 1981 aims to promote free and voluntary collective bargaining, too.	Eurofound Dictionary, URL: <a href="http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/collectivebargaining.htm">http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/collectivebargaining.htm</a>  Eurofund Dictionary, URL: <a href="http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/rightofcollectivebargaining.htm">http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/rightofcollectivebargaining.htm</a>  ILO Glossary of Labour Law and Industrial Relations, page

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<b>Corruption</b>	<p>The corruption issue has been addressed by various institutions and their respective publications. The OECD guidelines for multinational companies for example forbid the offering and accepting of bribes by enterprises. In addition, the OECD elaborated the OECD Anti-Bribery Convention in 1997.</p> <p>In 2005, the United Nations Convention against Corruption entered into force to promote and strengthen measures to prevent and combat corruption more efficiently and effectively. It is the first legally binding international anti-corruption instrument. It covers five main areas: prevention, criminalization and law enforcement measures, international cooperation, asset recovery, and technical assistance and information exchange.</p> <p>A further platform against corruption is the UN Global Compact with its 10<sup>th</sup> principle that states that businesses should work against corruption in all its forms, including extortion and bribery.</p>	
<b>Cross-border trade union cooperation</b>	<p>“Cross-border trade union cooperation refers to unilateral forms of cooperation among trade unions in more than one country. It is a precondition for bilateral cross-border social dialogue with employers and their organisations. There are different forms of cross-border trade union cooperation, which may involve national confederations, sectoral federations, regional trade union structures or local unions.”</p>	<p>Eurofund Dictionary, URL: <a href="http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/crossbordertradeunioncooperation.htm">http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/crossbordertradeunioncooperation.htm</a></p>
<b>CSR (Corporate social responsibility)</b>	<p>CSR is defined by the EU Commission as: "A <i>concept whereby companies integrate social and environmental concerns in their business operations and in their interaction with their stakeholders on a voluntary basis.</i>"</p>	<p>European Commission: Green Paper on corporate social responsibility, URL: <a href="http://europa.eu/legislation_summaries/employment_and_social_policy/employment_rights_and_work_organisation/n26039_en.htm">http://europa.eu/legislation_summaries/employment_and_social_policy/employment_rights_and_work_organisation/n26039_en.htm</a></p>
<b>Data protection</b>	<p>“Personnel data protection refers to limits on the processing and use of personal data concerning staff. This includes data about employees, such as personal health records, and data created or used by employees in emails or internet use. Two Directives provide the framework for general EU regulation in this area, though they are not specifically concerned with the workplace: Directive 95/46/EC concerning the protection of individuals with regard to the processing of personal data and the free movement of such data, and Directive 97/66/EC concerning the processing of personal data and the protection of privacy in the telecommunications sector.”</p>	<p>Eurofund Dictionary, URL: <a href="http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/dataprotection.htm">http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/dataprotection.htm</a></p>
<b>Declaration / statement</b>	<p>Similar to charters / codes, there is no authorized definition of corporate declarations and/or statements. As in the case of other voluntary types of texts, declaration and statements can refer to a wide range of topics. In contrast to charters and codes of conduct, corporate declaration and statements normally do not contain provisions in regard to implementation, monitoring and enforcement. Corporate declarations and statements could be drafted both unilateral as well as in joint manner, i.e. signed by both employer and employee representatives.</p>	
<b>Directive 2001/23 (transfer of undertaking)</b>	<p>If a workplace is transferred from one employer to another, it is important to protect the employees' rights. The EU has acted to ensure that this takes place. The Directive 2001/23 emphasises that the transfer of an undertaking does not in itself constitute valid grounds for dismissals. They may occur, however, for economic, technical or organisational reasons, or for certain categories of worker not covered by legislation protecting against dismissal. Rights and obligations under the employment contract or relationship pass from the previous employer to the new one.</p>	<p>EU Commission/DG EMPL <a href="http://ec.europa.eu/social/main.jsp?catId=706&amp;langId=en&amp;inPageId=208">http://ec.europa.eu/social/main.jsp?catId=706&amp;langId=en&amp;inPageId=208</a></p>

	<p>But a Member State may decide that both of them are to be liable for any such obligations which arose before the date of transfer. Collective agreements continue to apply until they expire or are terminated or replaced. But the period for observing them may be limited, provided it is not less than one year. Unless a Member State provides otherwise, the obligation to retain rights and the prohibition of dismissals do not apply to transfers during bankruptcy proceedings instituted with a view to the liquidation of the assets of the previous employer, but Member States must take steps to prevent the misuse of insolvency proceedings to deprive employees of their rights. Employees' representatives remain in office if the economic entity preserves its autonomy after the transfer. In other cases, Member States must ensure that transferred employees continue to be properly represented until the new representation of employees is reconstituted or reappointed. Representatives must be consulted in good time on any measures envisaged in relation to employees as a result of the transfer. Moreover, representatives and, in certain cases, employees themselves must be informed about the date, reasons and implications of the transfer as well as the measures envisaged in relation to the employees. The Directive (2001/23/EC) codifies a previous Directive (77/187/EEC) which was amended by a third (98/50/EC).</p>	
<b>Directive 2002/14 (general framework for informing and consulting employees)</b>	<p>The EU Directive establishing a general framework for informing and consulting employees (2002/14/EC) plays a key role in promoting social dialogue. It sets minimum principles, definitions and arrangements for information and consultation of employees at the enterprise level within each country. Given the range of industrial relations practices across the Member States, they enjoy substantial flexibility in applying the Directive's key concepts (employees' representatives, employer, employees etc.) and implementing the arrangements for information and consultation. Management and labour play a key role in deciding those arrangements. Information and consultation are required on the recent and probable development of the undertaking's or the establishment's activities and economic situation; the situation, structure and probable development of employment within the undertaking or establishment and any anticipatory measures envisaged, in particular where there is a threat to employment as well as on decisions likely to lead to substantial changes in work organisation or in contractual relations. To avoid undue burdens on small and medium-sized enterprises, the Directive applies only to undertakings employing at least 50 employees, or to establishments employing at least 20 employees, according to the choice made by the Member State.</p>	
<b>Distribution chain</b>	<p>The distribution chain refers to the series of organizations that are involved in passing products from manufacturers to the public</p>	
<b>Discrimination</b>	<p>ILO Convention No. 111 (1958) defines discrimination as any distinction, exclusion or preference based on race, colour, sex, religion, political opinion, national extraction or social origin (or any other motive determined by the State concerned) that has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation. The prohibition of discrimination in the sphere of employment and industrial relations in the EU began with the principle of equal pay for women and men in Article 119 of the EC Treaty of 1957 (today Article 157 of the Treaty of Lisbon). and the prohibition of discrimination on the grounds of nationality in the Article 6 of the Treaty of 1957 (today Article 18 of the Treaty of Lisbon)</p> <p>The Treaty of Amsterdam (1997) restated the principle of non-discrimination in stronger terms, adding two new provisions to the EC</p>	<p>ILO Glossary of Labour Law and Industrial Relations, pages 84-85, 193.</p> <p>EU Commission / DG Justice  <a href="http://ec.europa.eu/justice/policies/rights/policies_rights_intro_en.htm">http://ec.europa.eu/justice/policies/rights/policies_rights_intro_en.htm</a></p>

	Treaty. In defining and implementing its policies and activities, the Union shall aim to combat discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation.	
<b>EEA</b>	European Union and European Economic Area (Iceland, Liechtenstein, Norway)	
<b>EFTA</b>	The EFTA (European Free Trade Association) Convention established a free trade area among its Member States in 1960, through the Stockholm Convention. These countries, with the exception of Switzerland, entered into the Agreement on the European Economic Area, which came into force in 1994. The current contracting parties, in addition to the three EFTA States, are the European Community and the 27 European Union Member States.	ILO Glossary of Labour Law and Industrial Relations, page 126.
<b>EMEA</b>	EMEA is the acronym of Europe, the Middle East and Africa which is a regional designation used for government, marketing and business purposes. It is particularly common amongst North American based companies.	
<b>Employee involvement in restructuring process</b>	<p>The involvement of employees in corporate restructuring processes is guaranteed by European Directives such as the EWC Directive, the Framework Directive on Information and Consultation as well as other Directives focussing on the involvement and participation of employees. Involvement can take different forms and in many countries involvement is not only carried out information and consultation practice but also more far reaching, e.g. the obligation to reach an agreement with employees in the case of redundancies or in the context of social plans.</p> <p>The Directive 2001/86/EC supplementing the Statute for a European company with regard to the involvement of employees has defined employee involvement as follows in Art. 2(h):</p> <p>« ‘involvement of employees’ means any mechanism, including information, consultation and participation, through which employees’ representatives may exercise an influence on decisions to be taken within the company”</p>	<p>EU Commission / DG EMPL</p> <p><a href="http://ec.europa.eu/social/main.jsp?catId=782&amp;langId=en">http://ec.europa.eu/social/main.jsp?catId=782&amp;langId=en</a></p>
<b>Employees share ownership</b>	Salaried shareholders are employees or former employees owning shares of their company.	<p>ETUI Workers Participation:</p> <p><a href="http://www.worker-participation.eu/National-Industrial-Relations/Across-Europe/Financial-Participation/EC-initiatives-to-promote-financial-participation-schemes-in-Europe">http://www.worker-participation.eu/National-Industrial-Relations/Across-Europe/Financial-Participation/EC-initiatives-to-promote-financial-participation-schemes-in-Europe</a></p>
<b>EU Directives</b>	<p>A major aim of the European Union is to work towards achieving a high level of employment and social protection, improved living and working conditions and economic and social cohesion. In this framework, the role of the European Community (EC) is to support and complement the activities of the Member States in the area of social policy, in line with the provisions of the Treaty of the European Union, particularly Articles 154-155. The adoption of legislation setting minimum requirements has improved labour standards and strengthened workers' rights and is one of European Union's main achievements in the field of social policy.</p> <p>According to Article 288 of the Treaty, there are five forms of legal instruments to exercise EU's legal competences: regulations, directives, decisions, recommendations and opinions: 'A Directive shall be binding, as to the result to be achieved, upon each Member State to which it is addressed, but shall leave to the national authorities the choice of form and methods'.</p>	<p>Eurofund Dictionary, URL: <a href="http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/directive_s.htm">http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/directive_s.htm</a></p> <p>EU Commission DG Employment: <a href="http://ec.europa.eu/social/main.jsp?catId=157&amp;langId=en">http://ec.europa.eu/social/main.jsp?catId=157&amp;langId=en</a></p>

<p><b>EU Charter of Fundamental Rights</b></p>	<p>The Charter of Fundamental Rights of the European Union was proclaimed by the Presidents of the European Commission, the Council of the European Union and the European Parliament in December 2000. Its existence owes much to the increased awareness of fundamental rights within the EU and the desire of the EU to promote such rights, whether internally through, for example, citizenship, or externally through the common foreign and security policy. These rights are divided into six sections, namely dignity, freedoms, equality, solidarity, citizens' right and justice.</p> <p>While the European Convention on Human Rights is limited to protecting civil and political rights, the Charter of Fundamental Rights of the European Union goes further to cover workers' social rights, data protection, bioethics and the right to good administration. It brings together into a single text all the personal, civic, political, economic and social rights enjoyed by people in the European Union. Since the entry into force of the Treaty of Lisbon on 1 December 2009, the Charter has become legally binding on the Union.</p>	<p>ILO Glossary of Labour Law and Industrial Relations, pages 46-48.</p> <p>EU Commission Glossary Eurojargon, URL: <a href="http://europa.eu/legislation_summaries/glossary/">http://europa.eu/legislation_summaries/glossary/</a></p>
<p><b>Community Charter of Fundamental Social Rights of Workers</b></p>	<p>A Charter of Fundamental Social Rights was adopted so that the social dimension would not be neglected in the work to establish a single market in the Community. The preamble to the EU Treaty includes amongst its objectives "the economic and social progress" of the Member States and "the constant improvement of the living and working conditions of their peoples".</p> <p>In 1989, the Strasbourg Summit, the Heads of State or Government of 11 EU Member States adopted, in the form of a declaration, the text of the Charter. The «Community Charter of Fundamental Social Rights for Workers» establishes the major principles on which the European labour law model is based and, more generally, the role of work in society. The social rights enshrined in the Charter will be implemented, as appropriate, by the Member States or by the European Community within the limits of its powers. In this connection, the Commission has presented its action programme in order to ensure that a foundation of minimum provisions common to all the Member States is adopted.</p>	<p><a href="http://europa.eu/legislation_summaries/human_rights/fundamental_rights_within_european_union/c10107_en.htm">http://europa.eu/legislation_summaries/human_rights/fundamental_rights_within_european_union/c10107_en.htm</a></p>
<p><b>European Convention on Human Rights (Council of Europe)</b></p>	<p>The European Convention on Human Rights was signed in Rome Europe on 4 November 1950. It established an unprecedented system of international protection for human rights, offering individuals the possibility of applying to the courts for the enforcement of their rights. It came into operation in 1953. It established a number of supervisory bodies based in Strasbourg.</p>	<p>ILO Glossary of Labour Law and Industrial Relations, pages 121-122.</p>
<p><b>European Industry Federations</b></p>	<p>There are 12 European Industry Federations affiliated to the ETUC. They represent workers in individual sectors, ranging from journalism and entertainment to the chemical and metal industries. The industry federations are responsible for European social dialogue at sectoral level: the 35 different sectoral committees discuss issues specific to the industries they cover and can agree a wide range of initiatives. The ETUC, in its turn, is responsible for European social dialogue on the cross-sectoral level.</p>	<p>European Trade Union Confederation, ETUC <a href="http://www.etuc.org/a/105">http://www.etuc.org/a/105</a></p>
<p><b>European Social Charter (Council of Europe)</b></p>	<p>The European Social Charter is a Council of Europe treaty which guarantees social and economic human rights. It was adopted in 1961 and revised in 1996. "All EU Member States are Members of the Council of Europe and have ratified the European Social Charter. The Charter includes fundamental rights in the field of social policy generally (health, social security, welfare), and specifically in the fields of employment and industrial relations, including the rights to work, to just conditions of work, to a fair remuneration and to organise and bargain collectively. It was the first international treaty expressly recognising the right to strike." "States who ratify the Charter accept at least five of the seven core Articles of the Charter: the rights to</p>	<p>Eurofund Dictionary, URL: <a href="http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/europeansocialcharter.htm">http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/europeansocialcharter.htm</a></p> <p>Council of Europe, URL: <a href="http://www.coe.int/T/DGHL/Monitoring/SocialCharter/">http://www.coe.int/T/DGHL/Monitoring/SocialCharter/</a></p>

	work, organise, bargain collectively, social security, social and medical assistance, rights of the family to social, legal and medical protection and the protection of migrant workers.”	
<b>European Social Partners</b>	<p>“Social partner” is a term generally used in Europe to refer to representatives of management and labour (employers’ organisations and trade unions). The term ‘European social partners’ specifically refers to those organisations at EU level which are engaged in the European social dialogue, as provided for under Article 154 and 155 EU Treaty.”</p> <p>“The Commission regularly publishes a ‘list of European social partner organisations’ which, in the Commission’s view, comply with these criteria and, therefore, are consulted by the Commission under Article 154 of the Treaty. In 2010, the list includes 86 organisations and is divided into five groups:</p> <ul style="list-style-type: none"> <li>– general cross-industry organisations (CEEP, ETUC, BusinessEurope);</li> <li>– cross-industry organisations representing certain categories of workers or undertakings (Eurocadres, UEAPME, CEC);</li> <li>– specific organisations (Eurochambres);</li> <li>– sectoral organisations with no cross-industry affiliation (62 organisations);</li> <li>– European trade union organisations (17 organisations).“</li> </ul>	<p>Eurofund Dictionary, URL: <a href="http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/europeansocialpartners.htm">http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/europeansocialpartners.htm</a></p>
<b>European Trade Union Confederation</b>	<p>The European Trade Union Confederation (ETUC) was set up in 1973 to promote the interests of working people at European level and to represent them in the EU institutions. At present, the ETUC has in membership 83 National Trade Union Confederations from 36 European countries, as well as 12 European industry federations, making a total of 60 million members, plus observer organisations in Macedonia, Serbia, and Bosnia and Herzegovina. Other trade Union structures such as EUROCADRES (the Council of European Professional and Managerial Staff) and EFREP/FERPA (European Federation of Retired and Elderly Persons) operate under the auspices of the ETUC. In addition, the ETUC coordinates the activities of the 44 IRTUCs (Interregional Trade Union Councils), which organise trade union cooperation at a cross-border level. The ETUC is one of the European social partners and is recognised by the European Union, by the Council of Europe and by EFTA as the only representative cross-sectoral trade union organisation at European level.</p>	<p>European Trade Union Confederation, ETUC <a href="http://www.etuc.org">www.etuc.org</a></p>
<b>European Works Council (EWC)</b>	<p>European Works Councils (‘EWCs’) are bodies representing the employees of companies operating across borders in different Member States. Employees’ representatives sitting in the EWC are to be informed and consulted by management on the situation and development of the company and on any significant decision that could have an impact on the workforce.</p> <p>According to the European Trade Union Institutes EWC database, in July 2009 there were more than 900 active EWCs in place.</p> <p>The first EWC Directive was adopted on 22 September 1994 (Directive 94/45/EC). It was extended to the UK by another Directive (97/74/EC) and adapted by a third Directive (2006/109/EC) to the accession of Bulgaria and Romania. Political agreement was reached in 2008 to recast the EWC Directive (2009/38/EC) . The aims were to ensure the effectiveness of employees’ transnational information and consultation rights, increase the number of European Works Councils and enable the continuous functioning of the existing ones. The new rules will take effect in 2011.</p>	<p>EU Commission Broschure on EWCs and the recast EWC Directive: <a href="http://ec.europa.eu/social/main.jsp?catId=157&amp;langId=en&amp;furtherPubs=yes">http://ec.europa.eu/social/main.jsp?catId=157&amp;langId=en&amp;furtherPubs=yes</a></p> <p>ETUI database on EWCs: <a href="http://www.worker-participation.eu/European-Works-Councils">http://www.worker-participation.eu/European-Works-Councils</a></p>
<b>Equal opportunities (Anti Discrimination)</b>	<p>All discrimination on the basis of nationality is banned by the European Union (EU) Treaties. The EU is also empowered by treaty to promote equality between men and women and to combat many</p>	<p>EU Commission / DG Justice: <a href="http://ec.europa.eu/justice/policies/rights/discrimination/pol">http://ec.europa.eu/justice/policies/rights/discrimination/pol</a></p>

	<p>other forms of discrimination. The most recent reinforcement of fundamental rights and non-discrimination in the EU came with the proclamation of the Charter of Fundamental Rights of the European Union at the Nice European Council on 7 December 2000. Article 21 of the charter prohibits discrimination on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation and also discrimination on the grounds of nationality.</p>	<p>icies_rights_discrim_en.htm</p>
<p><b>Equal treatment for men and women</b></p>	<p>Equality between women and men refers to the absence of discrimination and the promotion of equal treatment for men and women in and beyond the workplace. Equal opportunities between women and men have always been at the forefront of European Community social policy. Article 157 of the Treaty establishing the European Community lays down the principle that men and women should receive equal pay for equal work. Since 1975, a series of directives have broadened the principle to cover access to employment, training and career progression, the aim being to eliminate all forms of discrimination at work. Equal treatment was later extended to social security, statutory schemes and occupational schemes. More recently the Charter of Fundamental Rights of the European Union, includes a chapter entitled "Equality", which sets out the principles of equality between men and women. The current Treaty of Lisbon lays down the principle that "In all its activities, the Union shall aim to eliminate inequalities, and to promote equality, between men and women" (Article 8)</p>	<p>EU Commission / DG Justice</p>
<p><b>Equal treatment in employment and occupation</b></p>	<p>Council Directive 2000/78/EC of 27 November 2000, establishing a general framework for equal treatment in employment and occupation, prohibits discrimination on the grounds of religion or belief, disability, age, or sexual orientation as regards employment and occupation with a view to putting into effect in the Member States the principle of equal treatment. This directive provides that employers shall take appropriate measures where needed in a particular case to enable a person with a disability to have access to, participate in, or advance in employment, or to undergo training unless such measures would impose a disproportionate burden on the employer. It also establishes that differences in treatment on any of the grounds may be justified in the case of occupational requirements or where a justification exists for a particular discrimination on the grounds of age.</p>	<p>EU Commission / DG Justice  <a href="http://ec.europa.eu/justice/policies/rights/discrimination/policies_rights_discrim_en.htm">http://ec.europa.eu/justice/policies/rights/discrimination/policies_rights_discrim_en.htm</a></p>
<p><b>Fair wage</b></p>	<p>The agreements, in addition to their commitment to comply with minimum wage regulations may contain the commitment to guarantee wages matching some requirements or qualities. Most of the time, a reference is made to the application of living wage, decent wage or fair wage.</p> <p>Already in 1993 the European Commission published an 'opinion on an equitable wage' (COM(93) 388 final) in which it demanded the Member States to «take appropriate measures to ensure that the right to an equitable wage is protected.» It emphasised that «the problem of low pay is an issue in all countries of the European Community' and that 'the persistence of very low wage levels causes problems of equity and social cohesion, which could be harmful to the effectiveness of the economy in the long term'.</p>	<p>EU Commission / DG EMPL  <a href="http://ec.europa.eu/social/main.jsp?catId=113&amp;langId=en">http://ec.europa.eu/social/main.jsp?catId=113&amp;langId=en</a></p>
<p><b>Financial Participation</b></p>	<p>Financial participation is an arrangement operating in some companies whereby employees are able to participate in the company's financial results. This may take the form of a share in the profits, over and above the remuneration normally paid to employees, or a share in the ownership of the firm. Participation by employed persons in profits and enterprise results is strongly encouraged at European Community level and largely based on the</p>	<p>Eurofound Dictionary, URL:  <a href="http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/financial_participation.htm">http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/financial_participation.htm</a>  ETUI Workers Participation:</p>

	<p>PEPPER (Promotion of Employee Participation in Profits and Enterprise Results) Reports (1991 and 1992).</p> <p>There have been various efforts in the European Union to harmonise the development of financial participation: In December 2003 an expert group published a report for the European Commission on the cross-border obstacles to employees' financial participation. The expert group's recommendations included, alongside a demand for tax harmonisation and standardisation of stock exchange rules, a proposal to develop a uniform scheme for employee participation at the enterprise level. A second expert group set up for this purpose in 2004 and 2005 was able to establish an extensive uniform framework with recommendations for a scheme (more or less minimum criteria). But implementation in a uniform scheme will not be achievable until tax law differences, among other things, are dealt with.</p>	<p><a href="http://www.worker-participation.eu/National-Industrial-Relations/Across-Europe/Financial-Participation/EC-initiatives-to-promote-financial-participation-schemes-in-Europe">http://www.worker-participation.eu/National-Industrial-Relations/Across-Europe/Financial-Participation/EC-initiatives-to-promote-financial-participation-schemes-in-Europe</a></p>
<b>Forced labour</b>	<p>ILO Convention No. 29 (1930) concerns the suppression of forced labour. The fundamental commitment made by Member States ratifying the Convention is to suppress the use of forced or compulsory labour in all its forms in the shortest possible time. ILO Convention No. 105 (1957) aims to prohibit the recourse to forced or compulsory labour in any form for certain purposes, too.</p>	<p>ILO Glossary of Labour Law and Industrial Relations, page 33.</p>
<b>Forms of employment</b>	<p>In this category, listed agreements containing commitments to favour appeal to stable or 'permanent' employment, the supervision or limit to 'non-typical' employment (short time employment contract, temporary work, etc.).</p> <p>By the 'typical employment', a full-time, regular, open-ended employment contract with a single employer over a long time span is meant. This form of permanent employment is also defined as a socially secure, full-time job of unlimited duration, with standard working hours guaranteeing a regular income and, via social security systems geared towards wage earners, securing pension payments and protection against ill-health and unemployment.</p>	<p>Eurofound:  <a href="http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/atypicalwork.htm">http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/atypicalwork.htm</a></p>
<b>Framework for transnational bargaining</b>	<p>The Framework is measures defining the conditions (players, procedures) for the negotiation of a transnational company agreement.</p>	
<b>Freedom of association</b>	<p>"Freedom of assembly and association is recognised under the Community Charter of the Fundamental Social Rights of Worker of 1989, which defines the context of 'Freedom of association and collective bargaining' as one where: <i>Employers and workers of the European Community shall have the right of association, in order to constitute professional organisations or trade unions of their choice for the defence of their economic and social interests.</i>" The principle of freedom of association under EU law is contained in Article 12 of the Charter of Fundamental Rights of the European Union. Furthermore, ILO Convention 87 deals with freedom of association and the protection of the right to organize exclusively.</p>	<p>Eurofound Dictionary, URL:  <a href="http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/freedomofassociation.htm">http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/freedomofassociation.htm</a></p>
<b>Governance and ethics</b>	<p>According to the EU good and transparent corporate governance is essential for enhancing competitiveness and efficiency of businesses in the European Union as well as strengthening shareholders rights and third parties protection.</p> <p>In its 2003 Action Plan on modernising company law and enhancing corporate governance in the European Union the Commission considered as a priority to encourage the co-ordination and convergence of national codes through regular high level meetings of the European Corporate Governance Forum that was established in 2004.</p>	<p>EU Commission / DG Internal Market:  <a href="http://ec.europa.eu/internal_market/company/ecgforum/index_en.htm#presentation">http://ec.europa.eu/internal_market/company/ecgforum/index_en.htm#presentation</a></p>

	On ethics see definition of corruption.	
<b>Global Union Federation (GUF)</b>	Global Union Federation; Global Unions are international trade union organisations working together with a shared commitment to the ideals and principles of the trade union movement. GUFs seek to build international co-operation, joint action, and global solidarity among trade unions in different countries that share common employers.	Global Unions , URL: <a href="http://www.global-unions.org/about-us.html">http://www.global-unions.org/about-us.html</a>
<b>Global Union Organisation</b>	The Council of Global Unions (CGU) held its inaugural meeting in Brussels in 2007. All GUF's, with the exception of the International Metalworkers' Federation, as well as TUAC, became members of the Council. The CGU was created to encourage closer co-operation among Global Unions in order to act more effectively at the international level to build a more favourable, enabling environment for organising and collective bargaining. Although its work has policy implications, it was not established to make policy.	Global Unions <a href="http://www.global-unions.org/">http://www.global-unions.org/</a>
<b>Green Paper on CSR</b>	The Commission published the Green Paper "Promoting a European framework for corporate social responsibility" in 2001 to launch a wide debate on how the European Union could promote corporate social responsibility on a European but also International level. In particular it is concerned with questions on how to make the most of existing experiences, to encourage the development of innovative practices, to bring greater transparency and to increase reliability in evaluating and validating the various initiatives undertaken in Europe.	European Commission: Green Paper on corporate social responsibility, URL: <a href="http://europa.eu/legislation_summaries/employment_and_social_policy/employment_rights_and_work_organisation/n26039_en.htm">http://europa.eu/legislation_summaries/employment_and_social_policy/employment_rights_and_work_organisation/n26039_en.htm</a>
<b>Grievance</b>	"Any complaint either by a worker, a group of workers or a trade union, or by an employer, a group of employers or an employers' organization, regarding some specific aspect of the employment relationship, or – in the case of workers – regarding employment conditions or the employer's policy and practices."	ILO Glossary of Labour Law and Industrial Relations, page 150.
<b>Harassment and violence at work</b>	"Harassment and violence are defined as arising as a result of unacceptable behaviour by one or more individuals and can take many different forms. Harassment occurs when one or more workers or managers are repeatedly and deliberately abused, threatened and/or humiliated in circumstances relating to work. Violence occurs when one or more workers or managers are assaulted in circumstances relating to work. One or more managers or workers with the purpose or effect of violating a manager's or worker's dignity, affecting his/her health and/or creating a hostile work environment, may harass and cause violence." "On 26 April 2007, the European social partners signed an autonomous framework agreement to fight against harassment and violence at work, whose provisions will be implemented before April 2010, in accordance with the procedures and practices specific to management and labour in the Member States."	Eurofund Dictionary, URL: <a href="http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/harassmentandviolenceatwork.htm">http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/harassmentandviolenceatwork.htm</a>
<b>Health and safety</b>	"According to the International Labour Organization (ILO) and the World Health Organization (WHO), health and safety at work is aimed at the promotion and maintenance of the highest degree of physical, mental and social well-being of workers in all occupations; the prevention among workers of leaving work due to health problems caused by their working conditions; the protection of workers in their employment from risks resulting from factors adverse to health; the placing and maintenance of the worker in an occupational environment adapted to his or her physiological and psychological capabilities; and, to summarise, the adaptation of work to the person and of each person to their job."	Eurofund Dictionary, URL: <a href="http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/healthandsafety.htm">http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/healthandsafety.htm</a>
<b>International Labour Organization (ILO)</b>	The ILO (International Labour Organization) was established in 1919 as part of the Treaty of Versailles. It became a United Nations specialized agency in 1946. Its objectives are to improve working and living conditions through the adoption of Conventions and	ILO Glossary of Labour Law and Industrial Relations, page 172.

	Recommendations setting minimum standards for wages, hours of work, conditions of employment, social security, labour administration, tripartite cooperation, industrial relations, social dialogue, etc.	
<b>ILO core conventions</b>	The ILO's Governing Body has identified eight conventions as "fundamental", covering subjects that are considered as fundamental principles and rights at work: freedom of association and the effective recognition of the right to collective bargaining; the elimination of all forms of forced or compulsory labour; the effective abolition of child labour; and the elimination of discrimination in respect of employment and occupation. These principles are also covered in the ILO's Declaration on Fundamental Principles and Rights at Work (1998).	<i>ILO 2011: Conventions and Recommendations</i> , URL: <a href="http://www.ilo.org/global/standards/introduction-to-international-labour-standards/conventions-and-recommendations/lang-en/index.htm">http://www.ilo.org/global/standards/introduction-to-international-labour-standards/conventions-and-recommendations/lang-en/index.htm</a>
<b>ILO Declaration on Fundamental Principles and Rights at Work</b>	This ILO Declaration was adopted in 1998 and requires the member states to respect, promote and realize the following four fundamental principles: <ol style="list-style-type: none"> <li>1. Freedom of association and the effective recognition of the right to collective bargaining</li> <li>2. The elimination of all forms of forced or compulsory labour</li> <li>3. The effective abolition of child labour</li> <li>4. The elimination of discrimination in respect of employment and occupation</li> </ol>	ILO Glossary of Labour Law and Industrial Relations, pages 79-80.
<b>ILO Recommendation 188</b>	This recommendation is entitled "Private Employment Agencies Recommendation" and was published in 1997. It stresses the importance of the protection of workers when employed by private employment agencies.	ILO, URL: <a href="http://www.ilo.org/ilolex/cgi-lex/convde.pl?R188">http://www.ilo.org/ilolex/cgi-lex/convde.pl?R188</a>
<b>ILO Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy</b>	This declaration is a non-binding set of principles which became effective in 1978 and was adopted by the ILO. It is aimed at encouraging the positive contribution that multinational enterprises can make to economic and social progress. It is also aimed at minimizing and resolving difficulties that may arise through the operation of such enterprises. The Declaration exhorts multinational enterprises to take fully into account the established policy objectives of host countries. It sets out principles governing employment, training, conditions of work and life, and industrial relations.	ILO Glossary of Labour Law and Industrial Relations, page 256.
<b>Information and consultation</b>	According to EU law, information refers to the transmission by the employer to the employee representatives of data in order to enable them to acquaint themselves with the subject matter and to examine it. Consultation is a process of exchange of views and establishment of dialogue between the employee representatives and the employer. A requirement for the provision of information in the enterprise and consultation in the enterprise with employee representatives was introduced by Council Directive 2002/14/EC establishing a framework for informing employees and consultation.  According to Directive 2002/14/EC information and consultation are required on: recent and probable development of the undertaking's or the establishment's activities and economic situation; the situation, structure and probable development of employment within the undertaking or establishment and any anticipatory measures envisaged, in particular where there is a threat to employment and decisions likely to lead to substantial changes in work organisation or in contractual relations.	EU Commission / DG EMPL <a href="http://ec.europa.eu/social/main.jsp?catId=707&amp;langId=en&amp;inPageId=210">http://ec.europa.eu/social/main.jsp?catId=707&amp;langId=en&amp;inPageId=210</a>
International Trade Union Confederation (ITUC)	The International Trade Union Confederation (ITUC) is the main international trade union organisation, representing the interests of working people worldwide. The ITUC was founded at its inaugural Congress in Vienna, Austria, on 1 -3 November 2006. It groups together the former affiliates of the International Confederation of Free Trade Unions (ICFTU) and the World Confederation of Labour	ITUC website <a href="http://www.ituc-csi.org/">http://www.ituc-csi.org/</a>

	(WCL), along with trade union organisations which had no global affiliation. The ICFTU and the WCL dissolved themselves on 31 October 2006, to pave the way for the creation of the ITUC.	
<b>International Labour Standards</b>	Since 1919, the International Labour Organization (ILO) and its tripartite structure, encompassing governments of Member States and employers' and workers' organizations, have built up a system of international standards in all work-related matters. These ILO standards take the form of international labour Conventions and Recommendations.	ILO Glossary of Labour Law and Industrial Relations, pages 172-174.
<b>ISO 14001</b>	The ISO 14000 family addresses various aspects of environmental management. ISO 14001 in particular, deals with environmental management systems. It "specifies requirements for an environmental management system to enable an organization to develop and implement a policy and objectives which take into account legal requirements and other requirements to which the organization subscribes, and information about significant environmental aspects."	International Organization for Standardization, URL: <a href="http://www.iso.org/iso/catalogue/catalogue_ics/catalogue_detail_ics.htm?csnumber=31807">http://www.iso.org/iso/catalogue/catalogue_ics/catalogue_detail_ics.htm?csnumber=31807</a>
<b>ISO 26000</b>	The International Standard ISO 26000:2010 "Guidance on social responsibility" provides harmonized, globally relevant guidance for private and public sector organizations of all types based on international consensus among expert representatives of the main stakeholder groups, and so encourage the implementation of best practice in social responsibility worldwide.	International Organization for Standardization, URL: <a href="http://www.iso.org/iso/catalogue/management_and_leadership_standards/social_responsibility/sr_iso26000_overview.htm">http://www.iso.org/iso/catalogue/management_and_leadership_standards/social_responsibility/sr_iso26000_overview.htm</a>
<b>Lifelong learning</b>	<p>According to EU definition All learning activity undertaken throughout life, which results in improving knowledge, know-how, skills, competences and/or qualifications for personal, social and/or professional reasons.</p> <p>Released in 2006, the «European Framework for Key Competences for Lifelong Learning» has identifies and defined key abilities and knowledge that everyone needs in order to achieve employment, personal fulfillment, social inclusion and active citizenship in today's rapidly-changing world. The framework includes competences in 'traditional' subjects, such as mother tongue literacy, numeracy, knowledge of foreign languages, science and IT skills. But it also covers other skills, such as learning to learn, social and civic competence, initiative-taking, entrepreneurship, cultural awareness and self-expression.</p> <p>See Skills development.</p>	<p>CEDEFOP Glossary: <a href="http://europass.cedefop.europa.eu/europass/home/hornav/Glossary.csp">http://europass.cedefop.europa.eu/europass/home/hornav/Glossary.csp</a></p> <p>European Framework: <a href="http://ec.europa.eu/education/lifelong-learning-policy/doc42_en.htm">http://ec.europa.eu/education/lifelong-learning-policy/doc42_en.htm</a></p>
<b>Job transition</b>	Job transition can take several forms, e.g. transition from education to work, transition from one job to another and the transition from unemployment to work. The concept of job transitions or professional transition is a key aspect of the European employment strategy.	EU Commission / DG EMPL <a href="http://ec.europa.eu/social/main.jsp?catId=782&amp;langId=en">http://ec.europa.eu/social/main.jsp?catId=782&amp;langId=en</a>
<b>Job security</b>	Job security means the prospects of continued employment with little or no fear of being forced to leave. Job security is often part of the terms of employment and is designed to reduce uncertainty for both employees and employers.	EU Commission / DG EMPL <a href="http://ec.europa.eu/social/main.jsp?catId=782&amp;langId=en">http://ec.europa.eu/social/main.jsp?catId=782&amp;langId=en</a>
<b>Minimum wages</b>	<p>According to the ILO definition: "A wage level defined in law or agreement that is the lowest possible rate which an employer is permitted to pay."</p> <p>The EU Commission in 1993 has issued an opinion on "equitable wage" (COM/93(388 final). See <b>Fair wage</b></p>	ILO Glossary of Labour Law and Industrial Relations, page 188.
<b>Mobility of workers</b>	Job mobility is a complex phenomenon, involving movements between employers (job-to-job mobility); between occupations and steps on the career ladder (occupational mobility); between different types of contracts; and in and out of employment	EU Commission / DG EMPL: <a href="http://ec.europa.eu/social/main.jsp?catId=101&amp;langId=en">http://ec.europa.eu/social/main.jsp?catId=101&amp;langId=en</a>

	(employment mobility). Mobility is a key aspect of the European employment strategy and many other initiatives in the field of employment, skills and qualification.	
<b>National trade union confederations</b>	A national trade union confederation is an organization whose membership consists of trade unions and/or unions industry federations.	European Trade Union Confederation, ETUC <a href="http://www.etuc.org">www.etuc.org</a>
<b>OECD</b>	<p>The Organisation for Economic Co-operation and Development (OECD) was established in 1961 and promotes policies that are intended to improve the economic and social well-being of people around the world. Its objectives are</p> <ul style="list-style-type: none"> <li>- to achieve the highest sustainable economic growth and employment, and a rising standard of living in member countries, while maintaining financial stability, and thus to contribute to the development of the world economy;</li> <li>- to contribute to sound economic expansion in member as well as in non-member countries in the process of economic development;</li> <li>- to contribute to the expansion of world trade on a multilateral, nondiscriminatory basis in accordance with international obligations.</li> </ul>	<p>OECD, URL: <a href="http://www.oecd.org/pages/0,3417,en_36734052_3673410_3_1_1_1_1_1,00.html">http://www.oecd.org/pages/0,3417,en_36734052_3673410_3_1_1_1_1_1,00.html</a></p> <p>ILO Glossary of Labour Law and Industrial Relations, page 200.</p>
<b>OECD guidelines for multinational companies</b>	They are a set of voluntary guidelines in the form of recommendations for the behavior of multinational enterprises (MNEs), first adopted by the Member States of the Organisation for Economic Co-operation and Development (OECD) in 1976 and last revised in 2011. Among other things provisions include a range of general policies, the disclosure of information regarding enterprises' activities and financial situation, employment and industrial relations, the need to protect the environment, public health and safety and the promotion of the transfer and rapid diffusion of technologies and knowhow.	<p>ILO Glossary of Labour Law and Industrial Relations, page 198.</p> <p>OECD <a href="http://www.oecd.org/">http://www.oecd.org/</a></p>
<b>Outsourcing</b>	<p>"Outsourcing (or contracting out) may be defined as the delegation of non-core operations or jobs from internal production to an external entity (such as a subcontractor) that specialises in that operation. Outsourcing can be used for a variety of reasons: to save money, improve quality, or free up company resources for other activities."</p> <p>When these matters are addressed by transnational company agreements, the point is mostly to ensure compliance with certain working conditions in the provider undertaking, or to provide for the information and consultation of the employee representatives when a project of this sort is envisaged..</p>	<p>Eurofund Dictionary, URL: <a href="http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/outourcing.htm">http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/outourcing.htm</a></p>
<b>Participation</b>	<p>According to the Council Directive on the involvement of employees in the European Company(2001/86/EC), participation of employees is defined as follows:</p> <p>«participation' means the influence of the body representative of the employees and/or the employees' representatives in the affairs of a company by way of:</p> <ul style="list-style-type: none"> <li>- the right to elect or appoint some of the members of the company's supervisory or administrative organ, or</li> <li>- the right to recommend and/or oppose the appointment of some or all of the members of the company's supervisory or administrative organ." </li></ul>	<p>EU Commission / DG EMPL <a href="http://ec.europa.eu/social/main.jsp?catId=707&amp;langId=en&amp;in tPageId=212">http://ec.europa.eu/social/main.jsp?catId=707&amp;langId=en&amp;intPageId=212</a></p>
<b>Professional Training</b>	According to CEDEFOP, professional training is regarded as education and training «which aims to equip people with knowledge, know-how, skills and/or competences required in particular occupations or more broadly on the labour market."	<p>CEDEFOP <a href="http://www.cedefop.europa.eu/EN/Index.aspx">http://www.cedefop.europa.eu/EN/Index.aspx</a></p>

	See Skills development.	
<b>Protection of personnel data and internet policy</b>	<p>When matters are addressed by transnational company agreements, the point is mostly to provide a framework for gathering employees' personal data, for using it and for circulating it, generally by establishing the obligation to inform the employee and an adjustment method. Regarding internet policy, the point is to supervise the use of the means of communication the company provides the employee with (internet, intranet and email) and the employers' monitoring prerogatives.</p> <p>See data protection.</p>	
<b>Psychological risks</b>	<p>Professional risks that may harm the physical or mental integrity of the workers but that are different from physical risks. See definition of harassment and violence at work.</p> <p>See Health and Safety</p>	
<b>Qualification</b>	<p>The term qualification covers different aspects: formal qualification: the <i>formal outcome</i> (e.g. certificate, diploma or title) of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards and/or possesses the necessary competence to do a job in a specific area of work. A qualification confers official recognition of the value of learning outcomes in the labour market and in education and training. A qualification can be a legal entitlement to practice a trade (OECD). Qualification be linked to certain job requirements, i.e. the knowledge, aptitudes and skills required to perform the specific tasks attached to a particular work position (ILO).</p> <p>Within the EU, the European Qualification Framework EQF was established in 2008 as a common reference framework that should help Member States, education institutions, employers and individuals to compare qualifications across the diverse national education and training systems.</p>	<p>CEDEFOP Terminology of European education and training policy</p> <p>EU Commission / DG Education and Training  <a href="http://ec.europa.eu/education/lifelong-learning-policy/doc44_en.htm">http://ec.europa.eu/education/lifelong-learning-policy/doc44_en.htm</a></p>
<b>Restructuring</b>	<p>Restructuring is a term used to describe a multitude of different forms of re-organising the activities of the enterprise, many of which have serious consequences for the workforce in terms of levels and terms and conditions of employment. The impact of corporate restructuring on employment and industrial relations differs from country to country, not least as a result of different regulatory frameworks.</p> <p>According to the EU Commission, "Restructuring – company reorganisation, closures, mergers &amp; acquisitions, downsizing, outsourcing, relocation etc. – is a necessary part of economic life but the consequences can be painful for all concerned." Consequently the EU has already adopted a number of measures to provide protection for employees and information and consultation rights in the event of the restructuring of enterprises in particular by improving forecasting in order to help prepare workers, companies and regions for change (<i>Anticipation</i>); investing in human and physical resources in order to be ready for future challenges (particularly through education and training) (<i>Preparation</i>); and proposing solutions to minimise social costs. Encouraging information and consultation of workers (<i>Change Management</i>).</p> <p>Practical initiatives of the EU Commission on Restructuring include:</p> <ul style="list-style-type: none"> <li>– Anticipedia – user-driven website on restructuring and anticipation</li> <li>– Sectoral level analysis and studies</li> <li>– Restructuring forums bringing together key stakeholders</li> <li>– Finally, the European Glosalisation Adjustment Fund (EGF) – aims to help workers made redundant as a result of changing global trade patterns to find another job as quickly as possible</li> </ul>	<p>EU Commission / DG EMPL  <a href="http://ec.europa.eu/social/main.jsp?catId=782&amp;langId=en">http://ec.europa.eu/social/main.jsp?catId=782&amp;langId=en</a>  <a href="http://www.anticipedia.eu">www.anticipedia.eu</a></p>

<b>Rio Declaration on Sustainable Development</b>	The Rio Declaration on Sustainable Development was passed in 1992 at a UN Conference and indicates that economic progress is, in the long run, only feasible with environmental protection. It consists of 27 principles that aim to ensure a sustainable development.	<a href="http://habitat.igc.org/agenda21/rio-dec.htm">http://habitat.igc.org/agenda21/rio-dec.htm</a>
<b>Rights and responsibilities of employee representatives</b>	<p>In this category, listed agreements referring or alongside the commitments to comply with the freedom of association and the right to bargain collectively, to the ILO convention 135 on employee representatives and/or the ILO Recommendation 143 concerning protection and facilities to be afforded to workers' representatives in the undertaking and/or contain the commitment not to do union discrimination. Some agreements define a little more precisely the rights and resources employee representatives should have to perform their task (negotiation, information and consultation).</p> <p>With regard to the European Union, the Directive 2002/14/EC establishing a general framework for information and consultation in the European Community has defined basic rights and obligations of employee representation bodies.</p>	<p>EU Commission / DG Employment</p> <p><a href="http://ec.europa.eu/social/main.jsp?catId=707&amp;langId=en&amp;inPageId=210">http://ec.europa.eu/social/main.jsp?catId=707&amp;langId=en&amp;inPageId=210</a></p>
<b>Skills development</b>	<p>Skills, i.e. the “ability to perform tasks and solve problems” (CEDEFOP definition) are a crucial concept of HR policy, vocational training and qualification.</p> <p>Within the framework of the ‘New Skills For Jobs’ initiative, the European Commission is carrying out a number of concrete measures and actions that should foster skills development in Europe:</p> <ul style="list-style-type: none"> <li>- Forecasts by the European Centre for the Development of Vocational Training (CEDEFOP)</li> <li>- Analysis of emerging trends at sectoral level and the development of sectoral skills councils</li> <li>- European Framework for key competences for lifelong learning – which defines the eight key competences that everyone should have to thrive in a knowledge society;</li> <li>- ESCO - Classification of European Skills/Competences, qualifications and Occupations – currently under development – will describe the most relevant skills, competences and qualifications of occupations</li> <li>- European Qualifications Framework – which defines qualifications on the basis of learning outcomes so everyone can understand what they mean in practical terms</li> <li>- EU funding for skills development – via the European Social Fund and the Lifelong Learning Programme</li> </ul>	<p>EU Commission / DG EMPL</p> <p><a href="http://ec.europa.eu/social/main.jsp?catId=822&amp;langId=en">http://ec.europa.eu/social/main.jsp?catId=822&amp;langId=en</a></p>
<b>Sector</b>	<p>The list of economic sectors is based on the NACE rev. 2 classification</p> <p>NACE is the “statistical classification of economic activities in the European Community”.</p>	<p><a href="http://epp.eurostat.ec.europa.eu/cache/ITY_OFFPUB/KS-RA-07-015/FR/KS-RA-07-015-FR.PDF">http://epp.eurostat.ec.europa.eu/cache/ITY_OFFPUB/KS-RA-07-015/FR/KS-RA-07-015-FR.PDF</a></p>
<b>Sectoral social dialogue</b>	<p>As a part of the EU Treaty (Art. 153 and 155) the European social dialogue is a fundamental element in the European social model. Social dialogue refers to discussions, consultations, negotiations and joint actions involving organisations representing the two sides of industry (employers and workers). It takes two main forms - a tripartite dialogue involving the public authorities, and a bipartite dialogue between the European employers and trade union organisations. At sectoral level, the social dialogue underwent an important development in 1998, when sectoral dialogue committees promoting the dialogue between the social partners in the sectors at European level were established. Today, there are about 40 different sectoral social dialogue committees in place at the EU level.</p>	<p><a href="http://ec.europa.eu/social/main.jsp?catId=480&amp;langId=en">http://ec.europa.eu/social/main.jsp?catId=480&amp;langId=en</a></p>

<b>Sectoral employers federations</b>	<p>The sectoral organisation of employers at EU level is much less developed than on the trade union side. Although intersectoral organisations of employers dominate, there are sectoral employer federations at EU level. One “example is the European Construction Industry Federation (FIEC), founded in 1905 as the International Federation of Building and Public Works, which is the organisation of employers involved in social dialogue with the European Federation of Building and Wood Workers, the EU level sectoral organisation of workers in the construction industry.”</p>	<p>Eurofund Dictionary, URL: <a href="http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/sectoral_employerfederations.htm">http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/sectoral_employerfederations.htm</a></p> <p>EU Commission / DG EMPL <a href="http://ec.europa.eu/social/main.jsp?catId=329&amp;langId=en">http://ec.europa.eu/social/main.jsp?catId=329&amp;langId=en</a></p>
<b>Social dialogue (EU)</b>	<p>Social dialogue is the term used to describe the consultation procedures involving the European social partners: the Union of Industrial and Employers' Confederations of Europe (BUSINESSEUROPE), the European Centre of Enterprises with Public Participation (CEEP) and the European Trade Union Confederation (ETUC). It encompasses discussions, joint action and sometimes negotiations between the European social partners, and discussions between the social partners and the institutions of the European Union.</p> <p>Social dialogue is defined by the ILO to include all types of negotiation, consultation or simply exchange of information between, or among, representatives of governments, employers and workers, on issues of common interest relating to economic and social policy. It can exist as a tripartite process, with the government as an official party to the dialogue or it may consist of bipartite relations only between labour and management (or trade unions and employers' organisations), with or without indirect government involvement. Concertation can be informal or institutionalised, and often it is a combination of the two. It can take place at the national, regional or at enterprise level. It can be inter-professional, sectoral or a combination of all of these.</p> <p>At company level social dialogue has been defined by the EU Commission as “all types of formal dialogue, involving discussions, consultations, negotiations and joint actions, undertaken by employer representatives and elected worker representatives”</p> <p>See also ‘Sectoral Social Dialogue’</p>	<p>EU Commission Glossary Eurojargon, URL: <a href="http://europa.eu/legislation_summaries/glossary/">http://europa.eu/legislation_summaries/glossary/</a></p> <p>ILO Glossary of Labour Law and Industrial Relations, pages 235-240.</p>
<b>Social Dialogue Committee</b>	<p>At the EU level, the Social Dialogue Committee (SDC) was set up in 1992 and is the main body for bipartite social dialogue at the European level. It meets 3-4 times a year to discuss employer/worker views on various topics, adopt texts negotiated by both parties and plan future initiatives. The SDC comprises of 64 members (32 employers, 32 workers) either from European secretariats or national organisations.</p>	<p>European Commission, DG EMPL: Sectoral Social Dialogue, URL: <a href="http://ec.europa.eu/social/main.jsp?catId=479&amp;langId=en">http://ec.europa.eu/social/main.jsp?catId=479&amp;langId=en</a></p>
<b>Social partners (EU)</b>	<p>“The Commission of the European Union (EU) is required to consult various social partners when it wants to submit proposals in certain fields. Social dialogue occurs via the three main organizations representing the social partners at European level: the European Trade Union Confederation (ETUC), the Union of Industries of the European Union (Business Europe) and the European Centre of Enterprises with Public Participation and of Enterprises of General Economic Interest (CEEP).”</p> <p>At the sectoral level social partners involved in EU level social dialogue structures consist of organisations which are themselves an integral and recognised part of Member State's social partner structures, and have the capacity to negotiate agreements, and which are representative of several Member States.</p>	<p>EU Commission / DG EMPL <a href="http://ec.europa.eu/social/main.jsp?catId=329&amp;langId=en">http://ec.europa.eu/social/main.jsp?catId=329&amp;langId=en</a></p> <p>EU Commission Glossary Eurojargon, URL: <a href="http://europa.eu/legislation_summaries/glossary/social_partners_en.htm">http://europa.eu/legislation_summaries/glossary/social_partners_en.htm</a></p> <p>ILO Glossary of Labour Law and Industrial Relations, page 241.</p>
<b>Social partners' texts</b>	<p>See also ‘Social Dialogue’.</p>	<p>EU Commissions' database of</p>

	European social dialogue has resulted in over 300 joint texts by the European social partners.	social dialogue texts <a href="http://ec.europa.eu/social/main.jsp?catId=521&amp;langId=en">http://ec.europa.eu/social/main.jsp?catId=521&amp;langId=en</a>
<b>Status</b>	Qualities/characteristics given to the text by a provision adding to the regular characteristics (nature of the agreement, applicable law, competent court...)	
<b>Strategic Social Dialogue</b>	Strategic social dialogue is different from traditional social dialogue because it is part of an approach to anticipate social and economic change. It is based on information or even consultation procedures affecting elements regarding the evolution of its economic and social environment. The aim is to give employees or their representatives the visibility which may influence the company's strategy.	EU Commission /DG EMPL <a href="http://ec.europa.eu/social/main.jsp?catId=782&amp;langId=en">http://ec.europa.eu/social/main.jsp?catId=782&amp;langId=en</a>
<b>Supplier/subcontractor</b>	A party that supplies goods or services. A supplier may be distinguished from a contractor or subcontractor, who commonly adds specialized input to deliverables	
<b>Sustainability</b>	"Sustainable development is a process which aims to reconcile economic development with the protection of social and environmental balance. The inclusion of environmental issues in the definition and implementation of other European policies (energy, research, industry, agriculture, etc.) is essential for achieving the objective of sustainable development. This principle was introduced by the Treaty of Maastricht and in the Cardiff Summit in 1998 and formed the cornerstone for coordinated action at European level."	EU Commission Glossary Eurojargon, URL: <a href="http://europa.eu/legislation_summaries/glossary/sustainable_development_en.htm">http://europa.eu/legislation_summaries/glossary/sustainable_development_en.htm</a>
<b>Transfer of undertakings</b>	<p>If a workplace is transferred from one employer to another, it is important to protect the employees' rights. The EU has acted to ensure that this takes place. The Directive regulating this issue (2001/23/EC) emphasises that the transfer of an undertaking does not in itself constitute valid grounds for dismissals. They may occur, however, for economic, technical or organisational reasons, or for certain categories of worker not covered by legislation protecting against dismissal. Rights and obligations under the employment contract or relationship pass from the previous employer to the new one. But a Member State may decide that both of them are to be liable for any such obligations which arose before the date of transfer. Collective agreements continue to apply until they expire or are terminated or replaced. But the period for observing them may be limited, provided it is not less than one year.</p> <p>Unless a Member State provides otherwise, the obligation to retain rights and the prohibition of dismissals do not apply to transfers during bankruptcy proceedings instituted with a view to the liquidation of the assets of the previous employer, but Member States must take steps to prevent the misuse of insolvency proceedings to deprive employees of their rights.</p> <p>Employees' representatives remain in office if the economic entity preserves its autonomy after the transfer. In other cases, Member States must ensure that transferred employees continue to be properly represented until the new representation of employees is reconstituted or reappointed. Representatives must be consulted in good time on any measures envisaged in relation to employees as a result of the transfer. Moreover, representatives and, in certain cases, employees themselves must be informed about the date, reasons and implications of the transfer as well as the measures envisaged in relation to the employees.</p>	EU Commission /DG EMPL <a href="http://ec.europa.eu/social/main.jsp?catId=707&amp;langID=en&amp;intPagelId=208">http://ec.europa.eu/social/main.jsp?catId=707&amp;langID=en&amp;intPagelId=208</a>

<b>UN.GIFT</b>	<p>“The United Nations Global Initiative to Fight Human Trafficking was conceived to promote the global fight on human trafficking, on the basis of international agreements reached at the UN.” It was launched in 2007 and wants “to foster awareness, global commitment and action to counter human trafficking in partnership with different stakeholders including governments, the international community, nongovernmental organizations and other elements of civil society and the media”.</p>	<p>UN.GIFT, URL:  <a href="http://www.ungift.org/">http://www.ungift.org/</a></p>
<b>UN Global Compact</b>	<p>The UN Global Compact is a strategic policy initiative for businesses that are committed to aligning their operations and strategies with ten universally accepted principles in the areas of human rights, labour, environment and anti-corruption. By doing so, business, as a primary driver of globalization, can help ensure that markets, commerce, technology and finance advance in ways that benefit economies and societies everywhere. With over 8700 corporate participants and other stakeholders from over 130 countries, it is the largest voluntary corporate responsibility initiative in the world.</p>	<p>UN Global Compact: Overview of the UN Global Compact, URL:  <a href="http://www.unglobalcompact.org/AboutTheGC/index.html">http://www.unglobalcompact.org/AboutTheGC/index.html</a></p>
<b>UN Universal Declaration on Human Rights</b>	<p>The Universal Declaration on Human Rights was adopted by the General Assembly of the United Nations in 1948. Among other things it covers freedom of peaceful assembly and association from the civil and political point of view (Article 20), and that of the individual’s right to form and to join trade unions for the protection of his or her interests (Article 23.4). Furthermore the Declaration covers slavery and forced labour in separate articles. Article 4 provides that “(n)o one shall be held in slavery or servitude; slavery and the slave trade shall be prohibited in all their forms” and Article 23, regarding workers’ rights, establishes that each individual has the right to “free choice of employment”.</p>	<p>ILO Glossary of Labour Law and Industrial Relations, pages 15, 19.</p>
<b>Voluntary agreements</b>	<p>“In the EU context, the term ‘voluntary agreement’ usually refers to an agreement which is not the result of a political decision-making process exclusively within the framework of the official EU institutions (European Commission, Council of the European Union, European Parliament – that is, the so-called Community method) but mainly the outcome of negotiations between social partner organisations which are legitimised to produce such agreements by EU legislation. The chief characteristic of voluntary agreements is that they are not enshrined in EU law.”</p>	<p>Eurofund Dictionary, URL:  <a href="http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/voluntaryagreements.htm">http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/voluntaryagreements.htm</a></p>
<b>Wages</b>	<p>“The payment in exchange for labour provided under a contract of employment. Wages are calculated according to time-rate or piece-rate systems. The gross wage is the wage before deduction of taxes and other authorized deductions.”</p> <p>“The aim of providing all employees with an equitable wage was enshrined in the Charter of Fundamental Rights of Workers.” In 1993 the European Commission “published an Opinion stating that the pursuit of an equitable wage must be seen as part of achieving higher productivity and employment creation, and to foster good relations between the two sides of industry”.</p>	<p>ILO Glossary of Labour Law and Industrial Relations, page 116, 262.</p>
<b>Wider Europe / EMEA</b>	<p>Europe, the Middle East and Africa, usually abbreviated to EMEA, is a regional designation used for government, marketing and business purposes. EMEA is particularly used by non-European multinational companies who often concentrate their operations in these regions under the EMEA heading.</p>	
<b>Work-life balance</b>	<p>“Work–life balance is a term used to describe a state of equilibrium between an individual’s work and personal life. A satisfactory work–life balance is achieved when an individual’s right to a fulfilled life inside and outside paid work is accepted and respected as the norm, to the mutual benefit of the individual, business and society.”</p>	<p>Eurofund Dictionary, URL:  <a href="http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/worklifebalance.htm">http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/worklifebalance.htm</a></p>
<b>Working conditions</b>	<p>Working conditions refers to the working environment and to the</p>	<p>Eurofound: Dictionary of</p>

	<p>non-pay aspects of an employee's terms and conditions of employment. It covers such matters as the organisation of work and work activities; training, skills and employability; health, safety and well-being; and working time and work-life balance. Improving working conditions is one of the goals of the EU.</p> <p>In transnational company agreements, commitments to provide safe working conditions can materialise, generally speaking, via commitments to protect against the physical risks to which the workers may be exposed to at the workplace and/or to get in line with the good practices in force in the sector and/or trade. They can also be commitments to implement policies for the prevention of risks and of industrial accidents, some agreements even go as far as setting objectives on the subject.</p>	<p>Industrial Relations</p> <p><a href="http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/workingconditions.htm">http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/workingconditions.htm</a></p>
<b>Working environment</b>	<p>«The legal basis in the Treaty for legislative initiatives in the field of the working environment is dependent on the interpretation of Article 137(1)(a) EC, which authorises the Council to adopt, by means of directives, minimum requirements as regards 'improvement in particular of the working environment to protect workers' health and safety'." Furthermore "ILO Convention No. 148 (1977) provides that, as far as possible, the working environment shall be kept free from any hazard due to air pollution, noise or vibration. The scope of the Convention is general. Like the Occupational Safety and Health Convention, 1981 (No. 155), it applies to all branches of economic activity".</p>	<p>ILO Glossary of Labour Law and Industrial Relations, page 266.</p> <p>Eurofund Dictionary, URL: <a href="http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/workingenvironment.htm">http://www.eurofound.europa.eu/areas/industrialrelations/dictionary/definitions/workingenvironment.htm</a></p>
<b>Working time</b>	<p>"Any period during which the worker is working at the employer's disposal and carrying out his/her activity or duties, in accordance with national laws and/or practice. The International Labour Conference has adopted 25 Conventions and 14 non-binding Recommendations in the area of working time, beginning with its first Convention in 1919. These standards cover a range of subject-matter including hours of work, night work, weekly rest, paid leave, part-time work and workers with family responsibilities."</p> <p>Transnational company agreements which address this theme usually contain the commitment to comply with the regulations governing working time and rest. Some agreements mention the issue of overtime and lay down the principles of remuneration for overtime and/or appeal to overtime on a voluntary basis.</p> <p>Basic standards of working time in the EU are covered by the Working Time Directive (2003/88/EC) where certain workers rights in the context of working time are defined, e.g. with regard to weekly working time, rest periods, paid annual leave or night work.</p>	<p>ILO Glossary of Labour Law and Industrial Relations, pages 266-267.</p> <p>EU Working Time Directive: <a href="http://ec.europa.eu/social/main.jsp?catId=706&amp;langId=en&amp;inPageId=205">http://ec.europa.eu/social/main.jsp?catId=706&amp;langId=en&amp;inPageId=205</a></p>