

[COMPANY]
SUPERVISORY DO'S AND DON'TS

Things a Supervisor Should Do:

1. Tell employees that you and [Company] do not want our employees to be represented by a union.
2. Tell employees it is your opinion that they don't need a union.
3. Tell employees they don't have to sign cards. Remind them of the consequences of signing an "authorization card."
4. Tell employees they don't have to listen to union sympathizers or organizers.
5. Be accessible to employees in work areas, rest areas and your office as you would normally be during the workday.
6. Tell employees they have rights -- a right not to join a union and the right not to be intimidated or coerced.
7. Remind employees of the wages and benefits they enjoy at [Company] without a union and without paying union dues.
8. Tell employees about union fines, assessments, initiation fees and the losses that impact workers during union strikes. Particularly, share experiences that you or people you know have had.
9. Advise employees that all Company policies on pay, promotions, seniority and transfers will continue during the campaign but if a union is elected, they could be changed by collective bargaining.
10. Remind employees that all a union can do is make empty promises - it cannot and will not guarantee that it will deliver anything.
11. Tell employees that if a union calls an economic strike, they can be permanently replaced.
12. Discipline any employee who interferes with another employee performing his or her job.
13. Continue to do your job objectively.

Things a Supervisor Should Not Do:

1. **DO NOT** promise an employee improved working conditions, benefits or pay raises to support the Company or vote against a union or to withdraw support of the union.
2. **DO NOT** threaten an employee with the loss of his or her job, pay cuts, loss of benefits or less desirable assignments because of supporting or voting for a union.
3. **DO NOT** discriminate against any employee in work assignments, pay, promotions or transfers because of support for a union.
4. **DO NOT** discipline employees because of union activities on non-work time so long as they do not interfere with the work of others.
5. **DO NOT** engage in or give the impression of surveillance of the activity of employees in support of the Company or the union.
6. **DO NOT** question employees about their union activity or whether they have signed cards.
7. **DO NOT** ask employees for their opinion of the union or about the opinions of other employees on this issue.
8. **DO NOT** say that [Company] will never sign a contract with the union or any other union.