

Date: [Insert Date]

To: All Supervisory and Management Personnel

From: [Insert Name/Title]

Subject: Mandatory Training: Supervisory Responsibilities and Unfair Labor Practice (ULP) Avoidance

Dear Supervisor,

As a member of the management team at [Company Name], it is critical that you understand your role and legal obligations regarding employee rights and labor relations. Under the National Labor Relations Act (NLRA), the actions and statements of supervisors are legally attributed to the company. Even unintentional mistakes can lead to Unfair Labor Practice (ULP) charges.

To ensure compliance and maintain a positive work environment, you are required to attend a mandatory training session on ULP avoidance.

Training Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location/Link:** [Insert Room Number or Virtual Meeting Link]

Key Topics to be Covered:

- Understanding Section 7 rights (the right to engage in concerted activities).
- The "TIPS" rule: What you cannot do (Threaten, Interrogate, Promise, or Spy).
- The "FOE" rule: What you can do (Facts, Opinions, and Experiences).
- Proper handling of employee grievances and union-related inquiries.
- Legal consequences of ULPs for the organization.

Please confirm your attendance by replying to this email or contacting [Name] at [Extension/Email] no later than [Deadline Date].

Thank you for your cooperation and your commitment to professional leadership.

Sincerely,

[Signature]

[Printed Name]

[Title]