

Date: [Insert Date]

To: [Insert Executive Name/Management Team]

From: [Insert Consultant/Legal Counsel Name]

Subject: Strategic Timeline and Statement of Employer Rights Regarding [Insert Union Name] Organizing Campaign

Dear [Insert Name],

This document outlines the strategic timeline and the fundamental legal rights of the organization in response to the current union organizing effort.

I. Proposed Campaign Timeline

- **Phase 1: Initial Assessment (Days 1-3):** Identification of union organizers, mapping of affected departments, and internal audit of supervisor readiness.
- **Phase 2: Communication Launch (Days 4-10):** Distribution of the "Company Position Statement." Commencement of small group meetings to discuss the realities of collective bargaining.
- **Phase 3: Education Series (Days 11-20):** Detailed information sharing regarding union dues, strike history, and the collective bargaining process.
- **Phase 4: Pre-Election Final Push (Days 21-Election Day):** Final "Get Out the Vote" (GOTV) campaign and closing arguments from leadership.

II. Statement of Employer Rights

Under the National Labor Relations Act (NLRA), management maintains the following specific rights during an organizing drive:

- **The Right to Free Speech:** Management has the right to express its opinion regarding unionization, provided such speech contains no "threat of reprisal" or "promise of benefit."
- **The Right to Share Facts:** Management may share factual information regarding the union's constitution, financial reports, and previous bargaining outcomes at other companies.
- **The Right to Enforce Neutral Rules:** The organization may continue to enforce existing solicitation and distribution policies to prevent campaign activity during working time.
- **The Right to Correct Misinformation:** Management has the right to immediately correct false statements made by union organizers or supporters.

III. Prohibited Conduct (T.I.P.S. Warning)

To protect the integrity of the campaign, all members of management must refrain from:

- Threatening employees with loss of jobs or benefits.
- Interrogating employees about their union sympathies or votes.

- Promising pay raises or promotions in exchange for voting against the union.
- Spying (Surveillance) on off-duty employee union activities.

Next Steps: We will convene on [Insert Date/Time] to finalize the communication materials for Phase 2.

Sincerely,

[Insert Signature]

[Insert Printed Name]

[Insert Title]