

TO: All Management and Supervisory Staff

FROM: [Executive Name/HR Director]

DATE: [Insert Date]

SUBJECT: Union Authorization Card Response and Verification Strategy

Dear Management Team,

We have recently been notified of union organizing activity involving [Union Name]. This letter outlines our official strategy regarding the solicitation, handling, and verification of Union Authorization Cards.

1. Immediate Response Strategy

Our primary objective is to ensure that employees make an informed choice based on facts. If you encounter an employee being asked to sign a card, our position is:

- Employees have the legal right to refuse to sign any card or petition.
- A signed card is a legally binding document that may waive the employee's right to a secret-ballot election.
- Management is prohibited from threatening, interrogating, promising benefits, or spying on employees (TIPS rule).

2. Card Receipt Protocol

If a union representative or an employee presents you with a stack of signed cards and demands "voluntary recognition," follow these steps immediately:

- **Do Not Touch the Cards:** Do not physically take, handle, or look at the signatures.
- **Do Not Acknowledge a Majority:** Do not make any statements suggesting you believe the union has "won" or has a majority.
- **Refer to Labor Counsel:** State: "The company has a standard procedure for this. Please direct all materials to our legal department/HR Director."

3. Verification Strategy

The company policy is to insist on a secret-ballot election conducted by the National Labor Relations Board (NLRB). Our verification strategy includes:

- **Authentication:** We will not accept a "card check" performed by a third party unless legally mandated.

- **Payroll Comparison:** Any lists provided will be cross-referenced with current active payroll to determine the appropriateness of the proposed bargaining unit.
- **Challenge Period:** We will review the validity of signatures to ensure they were obtained without coercion or misinformation.

4. Next Steps for Supervisors

Please remain vigilant and report any disruptions to normal operations. You are encouraged to share the company's preference for a direct relationship with employees rather than through a third-party intermediary.

Sincerely,

[Signature]

[Name and Title]