

Record the Facts!

Who, What, Where and When

In the event you believe that management personnel violated the federal law in any way, please complete this form and return it to your *United Tobacco Alliance Representative* without hesitation. When completing this form, please be as specific as possible about the incident including direct quotes.

On or about _____, at _____ in or near _____
(date) (time) (place incident occurred)

The following named management personnel were involved in the below described incident:

The incident was also witnessed by:

Name (Please sign)

Address: _____

Date of Statement: _____

What Foremen and Supervisors Cannot Do!

1. Attend any union meetings, park across the street from the union hall to see which employees enter the hall or engage in any undercover activity, which would indicate that, the employees are being kept under surveillance to determine who is and who is not participating in the union program.
2. Tell employees that the Company will fire or punish them if they engage in union activity.
3. Lay off or discharge any employee for union activity.
4. Grant employees wage increases or special concessions in order to keep the union out.
5. Bar employee union representatives from soliciting employee memberships during non-working hours.
6. Ask employees about confidential union matters, meetings, etc. (Some employees may, of their own accord, walk up and tell of such matters. It is not unfair for the boss to listen, but he must not ask questions to obtain additional information.)
7. Ask employees what they think about the union or a union representative.
8. Ask employees how they intend to vote.
9. Threaten employees with economic reprisal for participating in union activities. For example, threaten to move the plant or close the business, curtail operations, reduce employee benefits.
10. Promise benefits to employees if they reject the union.
11. Give financial support or other assistance to a union or to employees, regardless of whether or not they are supporting or opposing the union.
12. Announce that they will not deal with a union.
13. Tell employees that the Company will fire or punish them if they engage in union activities.
14. Ask employees whether or not they belong to a union or have signed up for a union.
15. Ask an employee, during the interview when they are hiring him, about his affiliation with a labor organization.
16. Make anti-union statements or actions that might show their preference for a non-union man.
17. Discriminate between union and non-union employees when assigning overtime work or desirable work.
18. Purposely team up non-union men and keep them apart from those they think may belong to the union.
19. Transfer workers on the basis of union affiliation or activity.
20. Choose men to be laid off on the basis of weakening the union's strength or discouraging membership in it.
21. Discriminate against union supporters when disciplining employees.
22. By the nature of the work assignment, indicate that they would like to get rid of an employee because of their union activity.
23. Discipline union employees for a particular action and permit non-union employees to go unpunished for the same action.



24. Deviate from Company policy for the purpose of getting rid of a union supporter.
25. Take actions that adversely affect an employee's job or any pay rate because of union activity.
26. Become involved in arguments that may lead to physical encounter with an employee over the union questions.
27. Threaten a union member through a third party.
28. Threaten workers or coerce them in an attempt to influence their vote.
29. Promise employees a reward or a future benefit if they decide "no union".
30. Tell employees overtime work (and premium pay) will be discontinued if plant is unionized.
31. Say unionization will force company to lay off employees.
32. Say unionization will take away vacations, or other benefits and privileges enjoyed.
33. Promise employees promotions, raises or other benefits if they get out of the union or refrain from joining it.
34. Start a petition or circular against the union or encourage or take part in circulating one, if started by employees.
35. Urge employees to try to induce others to oppose the union or keep out of it.
36. Visit the homes of employees to urge them to reject the union.

Supervisors are spokesmen for the company. The company is legally responsible for what supervisors say and do. The best way to stop supervisor hassling-nit picking-looking over your shoulder-writing you up for every little company rule infraction, while looking the other way when others break the rules-is:

RECORD THE FACTS TO BACK UP A POSSIBLE UNFAIR LABOR PRACTICE CHARGE

Check out our website

www.utavoice.org