

GUIDANCE FOR MANAGERS

UNION ORGANIZING

Audubon respects the right of staff to make the case for and against a union and discuss it respectfully in a free exchange of ideas with non-management staff. We have received requests to provide some basic guidelines for managers as it relates to the current circumstances.

WHAT MANAGERS MUST NOT DO:

Make sure to avoid “TIPS”. In other words, you cannot:

- **Make Threats.** Some examples include
 - “You will lose your job/promotion/hours if you vote for the union.”
 - “Your benefits/pay/work schedule will be worse with a union.”
 - “If the union gets in, management will be angry with employees.”
- **Interrogate**
 - Ask who signed cards, who is for or against the union, what led to union activity, “what can I do to make this go away?”
- **Make Promises**
 - “You will get a pay raise if you don’t support the union.”
 - “You will have a better chance at a promotion if we defeat this.”
- **Spying** (or the impression of spying)
 - Watching employees as they engage in pro-union activity while on or off premises.
 - Going to union meetings.
 - Asking employees to attend union meetings and report back to you about activities or conversations.

Q. DOES AUDUBON CURRENTLY HAVE A UNION?/ WHY ISN’T AUDUBON RECOGNIZING THE UNION NOW?

Currently there is not a union. An organizing effort is underway to gather support from non-management and non-confidential employees for the purpose of forming a union at Audubon. All eligible employees have the opportunity to decide whether or not they want to be represented by a union. Ultimately, a majority of eligible non-management and non-confidential employees will decide what will happen to all. Audubon is committed to treating all employees fairly, regardless of whether or not they support or oppose a union.

A certified union is the legal representative of all non-management and non-confidential employees in a defined group regardless of whether they supported the union or not, and

it is authorized to act on their behalf, including entering into agreements regarding the terms and conditions of employment. While having a union is not a guarantee of anything, if it occurred, Audubon would comply with all of its legal obligations in a good faith and respectful manner.

Q. WHY DOES AUDUBON HAVE A LAW FIRM?

As with any matter where we don't have in-house expertise, we retained a firm to ensure that we understand our obligations and are compliant with the law. The law around union organizing is complex and it's important to us that we ensure all managers respect a free exchange of ideas and the right of staff to organize.

Q. WHAT IF AN EMPLOYEE WANTS TO BE INCLUDED IN THE UNION AND WAS NOT INVITED, OR VICE VERSA.

Audubon does not decide who is or is not in any union. Those questions typically involve interpreting the National Labor Relations Act. Managerial and confidential employees cannot be in a union. If you have any questions about a particular job title, please contact Wallicia McNeil, Senior Director for Employee Relations for further guidance.

Q. WHAT IF AN EMPLOYEE ASKS ME ABOUT THE UNION?

Audubon is committed to protecting the rights of all employees. We must remain respectful of staff who have strong views on both sides of the question. We must also recognize that some employees may be undecided and look to you for guidance. Audubon encourages our employees to educate themselves on the pros and cons of having a union and how it would actually impact them and their employment. If an employee pushes for further guidance, please contact Lorraine Sciarra, General Counsel, regarding the correct manner in which to have this conversation to ensure that our employees feel supported, regardless of what decision they ultimately make.

We also understand that there are employees that are passionate on both sides of this issue. Discussions about a union are not an excuse for harassment or bullying on either side of the issue. If you are concerned that any employee is not behaving in an appropriate manner, please contact Lorraine Sciarra, General Counsel or Wallicia McNeil, Senior Director for Employee Relations for further guidance.

Q. WILL AUDUBON OPPOSE THE UNION?

Audubon's leadership and managers respect the right of employees to organize and to respectfully have a free exchange of ideas about whether or not to join a union. We have an obligation to support and manage our team members regardless of whether they join a union effort or not.