

# Caught Off Guard: How to Handle an Unannounced Union Visit



November 12, 2025



West  
Virginia

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## *Presentation Objectives*



Understand how to respond to unannounced union visits



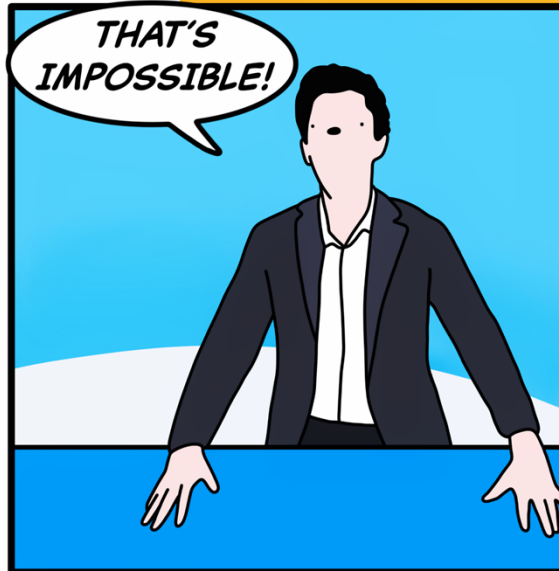
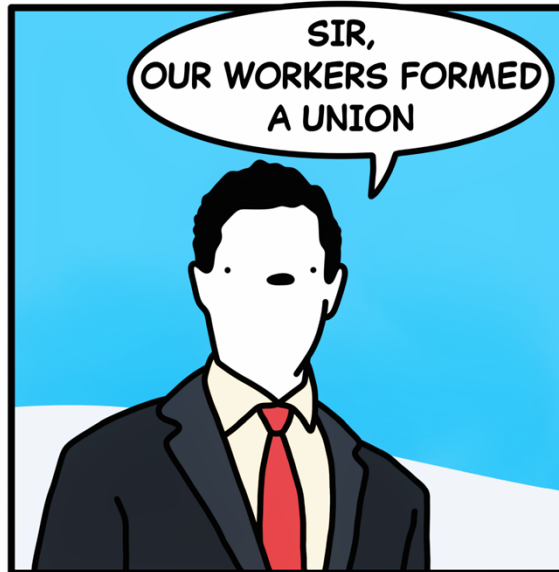
Recognize what to do/what not to do



Identify when to involve HR or your legal team



Prepare for future union activity through proactive awareness and training





## *Scenario 1: Union Rep. Arrives at Reception*

- A union rep. arrives at your front desk, asking to meet with management
- During the scenario, think about the following:
  - Were these actions correct?
  - Is this the best course of action?
  - Would these actions violate the law?



## *Scenario 2: Union Claims Majority Support*



- A union rep. shows up at your facility unannounced and says, “We have signed cards from more than half of your employees. We want to speak with management about recognizing the union.”
- During the scenario, think about the following:
  - Were these actions correct?
  - Is this the best course of action?
  - Would these actions violate the law?

## *Scenario 3: Break Room Organizer*

- A supervisor finds a **non-employee** handing out flyers in the break room
- During the scenario, think about the following:
  - Were these actions correct?
  - Is this the best course of action?
  - Would these actions violate the law?



## *Scenario 4: Break Room Organizer*

- A supervisor finds an **employee** handing out flyers in the break room
- During the scenario, think about the following:
  - Were these actions correct?
  - Is this the best course of action?
  - Would these actions violate the law?



## *Scenario 5: Employee on the work floor passing out flyers*

- A supervisor finds an **employee** handing out flyers on the work floor.
- During the scenario, think about the following:
  - Were these actions correct?
  - Is this the best course of action?
  - Would these actions violate the law?



## *Scenario 6: Supervisor Sees a Union Meeting Outside*



- A supervisor looks out the window and notices employees talking with a union rep. during their lunch break.
- During the scenario, think about the following:
  - Were these actions correct?
  - Is this the best course of action?
  - Would these actions violate the law?



## *10 Takeaways*

1. Enforce company policy consistently.
2. Do not engage in surveillance of employees.
3. Train supervisors regularly on what they can and cannot do if a union representative shows up.
4. Stay calm and professional.
5. Do not tell employees they cannot talk to the union.
6. Document facts.
7. Do not interrogate employees about their union beliefs.
8. Refer union reps. to the appropriate contact at the company.
9. Do not threaten employees because of their union support.
10. Never take union cards from a union representative.

*Questions?*



## Disclaimer

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