

INFORMATION REQUESTS

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I. INFORMATION REQUESTS

Since a union must justify information requests of non-bargaining unit employees, it may be important to add the following preface: "These requests are limited to bargaining unit employees unless otherwise indicated. The union reserves the right to ask for information beyond the bargaining unit where appropriate."

Note also that the union often needs this information for historical purposes. Thus, it might be appropriate to say: "Unless otherwise indicated these requests should be construed as asking for this information for the last five years." It is easier to justify requests for shorter periods and the offensive bargainer will have to judge what would be an appropriate length of time.

In some situations the union will be bargaining where the union seeks information about the administration of present employer conditions. For example, the union will be seeking information about the administration of a current profit sharing plan. It may be useful to make that clear by saying: "The union is requesting this information because it wants to make sure as to how the current plan is being administered."

Note that the request may have to define the employer carefully. Although obvious in many cases, there may be divisions or other entities which should be included in these requests.

The union may also want to advise the employer that these requests are continuing requests: "Please provide any new or updated information that may become available after these requests have been answered."

1. GENERAL REQUEST

For purposes of bargaining please provide the following information:

1. A list of current employees including their names, dates of hire, rates of pay, job classification, last known address, phone number, date of completion of any probationary period, and Social Security number.
2. A copy of all current company personnel policies, practices or procedures.
3. A statement and description of all company personnel policies, practices or procedures other than those mentioned in Number 2 above.
4. A copy of all company fringe benefit plans including pension, profit sharing, severance, stock incentive, vacation, health and welfare, apprenticeship, training, legal services, child care or any other plans which relate to the employees.

5. Copies of all current job descriptions.
6. Copies of any company wage or salary plans.
7. Copies of all disciplinary notices, warnings or records of disciplinary personnel actions for the last year.
8. A statement and description of all wage and salary plans which are not provided under number 6 above.

2. WORKERS' COMPENSATION

Although workers' compensation benefits are to a large degree regulated by state law, there are some areas in which the employer has discretion and which affect the terms and conditions of employment.

The union is concerned about offering better benefits for injured workers, insuring that injured workers' receive maximum benefits and integrating other benefits with the workers compensation system. The union is concerned to help the employees obtain all the benefits to which they are entitled. In addition, this information is necessary for us to determine whether there is adequate safety in the work site. For purposes of bargaining over those issues the union is requesting you provide the following information:

1. The name, address and contact person for the current workers' compensation carrier.
2. The premium for the workers' compensation coverage including any breakdowns or documents showing the manner in which the premium has been computed for the last five years and any information with respect to rebates or dividends.
3. A copy of any company manual regarding the handling or administration of workers' compensation claims.
4. A copy of all the job accident reports for the last five years.
5. A copy of all workers' compensation claims along with a copy of any document which shows any resolution whether by settlement or litigation for any such claim for the last five years.
6. The amount and nature of any penalties for late payment or any other reason, the name of the person to whom such payments were made, the amount of the payments and the reason for such payments for the last five years.
7. A copy of any current workers' compensation policy.

8. Copies of the OSHA 200 Logs for the last five years.

3. PROFIT SHARING

Although the employees would prefer to be covered by our union pension plan, the union is prepared to consider as an alternative either the employer's current profit sharing plan or an alternative profit sharing plan to be negotiated between the parties. Such a profit sharing plan would have to be based upon an ascertainable measure of the employer's profit as well as some measure which would be subject to verification and control. Alternatively, the union would be interested in a stock investment plan. For purposes of bargaining the union is requesting the employer provide the following information:

1. A copy of any current profit sharing plan, stock investment plan, 401(k) plan or similar plan affecting any employees including a copy of the current Summary Plan Description.
2. A copy of the Form 5500s for any such plan for the last five years.
3. A copy of the financial statements whether quarterly, yearly or in some other periodic basis for each such plan for the last five years.
4. A copy of any and all actuarial studies with respect to each such plan.
5. Any document which shows the current assets of each such plan including a description of those assets (showing what stocks, bonds or other assets are held).
6. A list of the amount contributed by the employer to the plan, the dates of the contributions and the nature of the contribution (whether in cash, stock or otherwise) for the last five years.
7. Financial statements for the employer for the last five years to be provided on a quarterly and annual basis or on any other such basis as are routinely prepared for the company.
8. The minutes of all meetings of the Board of Directors where there has been any discussion of contributions to any plan for the last five years.
9. A listing of all management employees, their salaries and benefits including expenses for the last two years.
10. A current list of all owners of stock of the company.
11. The price at which the stock is traded on the first of each month for each month during the last five years, the amount of benefits for each employee and a description of whether those benefits are vested.

12. A list of those individuals who have purchased or sold more than 100 shares in the company during the last five years including the name, address and date of the sale and the purchase price of the stock if known.
13. A copy of all agreements with providers, advisors or consultants to the Plan.
14. Copies of all minutes of meetings of any administrative committee or similar committees of the plans.
15. A statement of the benefits of all bargaining unit participants.

The information with respect to the financial statements is necessary for us to evaluate the basis upon which contributions have been made to determine whether the employer fairly and reasonably contributes to the profit sharing plan. The information, furthermore, is needed for us to ascertain whether the profit sharing plan will generate or has generated any amounts to the employees. The information concerning the wages and benefits of management personnel is necessary for us to determine whether the company overpays management or allocates the same money into profit.

4. BULLETIN BOARDS

Bulletin boards or places to post notices to employees are an important means by which this union communicates. In order for us to discuss such bulletin boards the union is asking that you provide the following information:

1. Architect's drawings of all locations.
2. Please designate on those drawings where any bulletin board or other area is located where notices have been customarily posted to employees and/or customers.
3. Copies of any policies or procedures with respect to the use of such bulletin boards or places where notices are routinely posted.
4. Copies of all materials which have been posted on bulletin boards.

Upon receipt of this information the union will need to schedule an appointment to inspect all of the work locations to view those areas where notices have been posted. The union has a right to the information with respect to locations other than where the union is located in order to evaluate the company's policies and procedures with respect to the posting of such notices.

5. BOYCOTTS

One of the areas of bargaining is the question of whether the union should give up the right to engage in boycotts during the life of the agreement. The union does not intend to waive any of its rights without carefully evaluating what it may be waiving. For example, although the union may be willing to waive the right to boycott certain entities, the union may consider preserving the right to boycott a limited group of entities. The union may agree to define those entities which the union will not boycott by using specific criteria or the union may agree to a provision prohibiting all boycotting. The union may agree not to boycott those entities to which boycotting would be effective or the union may agree only to avoid boycotting those entities where a boycott would be ineffective. In DeBartolo Corp. v. Florida Gulf Coast Building & Construction Trades Council, 485 U.S. 568 (1988), the Supreme Court established that a union has a broad right to engage in boycotting and this right is an important and effective weapon and will not be lightly given up. Additionally the union needs this information so that if the union engages in a boycott, the union wants to insure that our members do not erroneously boycott someone illegally and thus subject themselves to discipline. For purposes of bargaining over any such issue the union is asking the employer to provide the following information with respect to those so called "neutrals" with whom the employer does business:

1. The complete list of all vendors and suppliers including the names, addresses, nature of products sold or provided, the amount of purchases from said supplier or vendor within the last 12 months and a copy of any agreement with said supplier or vendor.
2. A list of all banks with whom the employer does business including the addresses of the banks, and the nature of the business with the bank. If there is a loan, the amount of the loan. If there is a checking or savings account, the amount of money in the savings or checking account.
3. The names of all newspapers, radio stations and/or television stations where you place advertisements, the amount of the advertisements placed during the last year and copies of any agreements which you have with respect to such advertising medium. If you use an advertising agency, a copy of any agreement with the advertising agency, as well as the name and address of the agency.
4. If the company leases any equipment or property from anyone, please provide the amount of the lease, the nature of the property leased as well as a copy of any such lease.
5. If the company leases any property including personal or real property to anyone, the name of the person to whom the property is leased, a description of the property and a copy of any such lease.
6. A list, including the names, addresses and phone numbers of any customers of the employer (whether that list is generated from accounts receivable, accounts payable, or advertising).

6. LAWSUITS AGAINST EMPLOYEES BY THIRD PARTIES

The bargaining unit is concerned that they be insulated from any lawsuits filed by third parties which might occur in the course and scope of their employment. For example, they are concerned about whether they would be defendants in lawsuits where there were personal injuries occurring on the premises or elsewhere or claims arising out of the sale of merchandise or out of defects in products. They are also concerned that the employer will adequately protect them by way of hiring lawyers and providing indemnification if there is a settlement or judgment. For purposes of bargaining over some adequate protection from these suits, the union is requesting the employer provide the following information:

1. Copies of all lawsuits filed against the company and/or its employees during the last five years including a copy of the complaint and any document showing the disposition through settlement or judgment of such action.
2. A list of all the law firms and lawyers which have represented the company in any litigation for the last five years including a current fee schedule for those law firms or lawyers.
3. Copies of all public liability policies currently in effect including the amount of premium paid for such policies.

7. FAVORED NATIONS

The union is willing to consider the concept of a favored nations clause which runs in favor of the employer. In order to bargain over such an issue the union will need to know a great deal of economic data to determine whether such a favored nations clause should be limited in geographical area or restricted in terms of the circumstances under which it would be invoked. For purposes of such negotiations the union is asking the employer to provide the following information:

1. The name and home address of all customers of the employer, identifying the location where that customer principally purchases.
2. Financial statements including profit and loss statements for each facility of the company for the last five years.
3. A list of the job classifications, rates of pay and the number of incumbents in each job classification for each of the company's facilities.
4. A list of all entities which are competitors of the employer including all information upon which the employer bases its contention that these entities are competitors. For each such competitor please give all information which the employer has in its possession regarding wage rates and profit and loss for those competitors at each location of those competitors.

8. CIVIL PENALTIES AND CRIMINAL PENALTIES

The union is concerned with respect to any possibility that the employees will be charged with any civil penalty or criminal offense arising out of the performance of their duties. For purposes of bargaining over working conditions that will prevent such charges against the employees or protect them in the event such charges are brought the union is asking the employer to provide the following information:

1. A list of all local, state and federal laws, statutes, regulations or ordinances which the employer believes govern the operation of the business.
2. A list of all notices required by any state or federal law that you have posted at your work locations.
3. Copies of all citations, indictments, criminal charges, civil complaints, information, other documents reflecting any charges by any public agency or authority under any criminal or civil statute against the company for the last five years. For each such document, please provide a complete copy of the document reflecting the charges, and any document which reflects the disposition of said charges.
4. A copy of all company policies which concern, mention or relate to any of the laws, statutes, regulations or ordinances referred to in paragraph 1.
5. A list of all employees who were, in any way, involved in the charges or citations mentioned above. For any employee who was alleged to have or accused of any wrong doing, please provide the nature of the alleged wrong doing and the nature of any discipline, if any, which was imposed upon said employee.
6. A copy of all inquiries from any public official concerning the operation of the business where that inquiry concerned any matter with civil or criminal penalties attached to the operations of the business. Included should be a copy of the company's response, if any.
7. Copies of all public liability policies currently in effect including the amount of premium paid for such policies.

9. DISCIPLINE FOR CRIMINAL OFFENSES

The employees are concerned with respect to whether they will be disciplined under any circumstances where the company has knowledge that they have committed any criminal offense or violated any legal duty whether at work or outside of work. For purposes of evaluating this, the union is asking the employer to provide the following information:

1. List the names of all company employees whom to the company's knowledge have been charged with or convicted of any criminal offense no matter how minor (whether misdemeanor, infraction, felony or otherwise).
2. For each employee please provide the name of the employee, the date upon which the employee was charged or convicted of said offense, the results of the criminal proceeding, any action, if any, taken by the company.
3. The same information requested in paragraph 1 and 2 for all company employees who have violated any legal duty.

10. PICKET LINES

To the extent that negotiations concern the union's waiving the right of the employees to respect picket lines, information is needed to evaluate that proposal. To evaluate the extent to which the employees would be faced with a possibility of respecting or crossing picket lines at other locations, the union needs the following information:

1. A list of all locations to which employees have gone in the course of their employment. For each location please give the name of the business entity to which they have gone, the number of times they have gone there in the last five years, the nature of the business which the employees conducted at that location and the nature of the business of the entity to which they traveled.
2. A list of all circumstances where employees have gone to other locations to transact business and have been unable to complete the transaction. For each such instance given the circumstances, the name of the employee involved and describe the consequences to the employer's business.
3. Copies of all collective bargaining agreements governing any other facility of the employer.

11. TRANSFERS

Our members are concerned about their ability to transfer to other locations of the company's business. Such transfers could occur upon either a layoff or closure, or just for personal reasons such as wanting to work closer to home or in a different environment. For purposes of bargaining over such transfers, the union will need to know not only the circumstances under which transfers are permitted but, as well, the jobs and working conditions to which they might transfer. For purposes of this bargaining the union is asking the employer to provide the following information:

1. Copies of all transfer policies or procedures.

2. A statement of all company policies or procedures with respect to transfers.
3. A list of all employees who have transferred from any location to any other location with the date of transfer, the location from which transferred, the location to which transferred, the job classification from which the employee was transferred and the job classification to which the employee transferred. In addition, please provide us the reason or reasons for the transfer.
4. A list of all company locations.
5. A list of all classifications which exist at all other locations as well as a copy of job descriptions; the current pay rates for those jobs and copies of all personnel policies and/or fringe benefits which apply.
6. If any employee has been denied the right to transfer please give the employee's name, the date the person was denied the right to transfer as well as the reason or reasons for such denial.

12. ATTENDANCE POLICY

The union is interested in a reasonable and fair attendance policy. In order to negotiate or administer such a policy the union will need information as to the company's current policy as well as the manner in which that policy has been administered in the past. For purposes of this bargaining, the union is requesting that the employer provide the following information:

1. A copy of any attendance policy or program.
2. A statement of any company policy or program with respect to attendance.
3. A copy of the attendance record of any employee who has been warned either orally or in writing, suspended, terminated or otherwise disciplined because of an attendance problem.
4. A copy of any attendance policies which were in existence during the last five years but which are no longer in effect or have been modified.
5. A copy of the attendance record of any employee who has been late, tardy or absent who has not been warned either orally or in writing.

13. OPERATION OF POWER EQUIPMENT

In the facility there are various kinds of power operated equipment. The employees want to be sure that they are operating that equipment safely and correctly. The union also wants to make sure that the equipment has been safely maintained. As part of bargaining the union will want to negotiate the circumstances under which the equipment is operated to insure safety and correct operation as well as to determine possible premium rates. The union also wants to make sure that the employees will not operate the equipment improperly so as to subject themselves to discipline. For that purpose the union is requesting the employer provide the following information:

1. A list of all power equipment at the facility.
2. With respect to each such piece of equipment please identify the equipment, describe its function and location, and specify the individuals who are expected to operate the piece of equipment.
3. With respect to each such piece of equipment, please provide a copy of any manual or document describing its operation and use.
4. Please provide a copy of all accident reports with respect to the use of each such piece of equipment.
5. Please provide copies of all correspondence with the manufacturer or distributor of that equipment with respect to its operation.
6. Copies of all disciplinary warnings within the last five years with respect to the operation of that equipment.
7. For each such piece of equipment provide a detailed description of the method by which it is to be operated.
8. Provide a copy of all maintenance records.
9. Provide a copy of all maintenance programs.

14. FAMILY LEAVE

The employees are concerned about negotiating a fair maternity and/or paternity leave and/or family leave and/or adoptive leave policy. The union is also concerned that any such leave comply with the Family Medical Leave Act and any applicable state law on leaves. For purposes of such negotiation please provide the following information:

1. A copy of any maternity/paternity/family/adoptive leave/Family Medical Leave Act or state leave act policy or program.

2. A statement of any maternity/ paternity/family/adoptive leave/Family Medical Leave Act or state leave act policy or program.
3. Copies of all disability plans or programs including copies of all disability policies maintained by the company.
4. A list of all employees who have taken any kind of maternity/paternity/family/adoptive leave/Family Medical Leave or state leave for the last five years, giving the dates of their leave, the reasons expressed for the leave as well as the reasons expressed for any extensions or changes in the times for those leaves.
5. A list of all employees who have been denied such leave or denied any extension or change in the time of their leave.
6. A list of all employees in the last five years who have had their hours changed or working conditions in any way changed on account of pregnancy or child birth or family emergency. With respect to each such employee please describe the circumstances under which the change occurred.

15. HEALTH CARE BENEFITS

With respect to bargaining over health care benefits, the union is willing to consider the employer's current health care [or proposed plan]. The union would prefer the current [or proposed] union health care plan for many reasons and the union will be willing to discuss those reasons across the table. In order to consider the employer's plan [or proposed plan] the union needs the following information:

1. A copy of the summary plan description as well as the plan.
2. A copy of Form 5500.
3. A copy of any rules, regulations, procedures, administrative manual or procedures or policies which affect or relate to the plan.
4. A cost breakdown of the plan to the employer.
5. The name, address and principal contact of the office which administers the plan.
6. Copies of all claims for coverage under the plan made by employees during the last five years as well as copies of any correspondence or other documents with respect to the processing of those claims and the payments of those claims.

7. Copies of all sick leave and absence records of all employees.
8. A copy of any contracts with health care providers, insurers or health care plans.

16. MERIT PAY

The union is not unwilling to consider a form of merit pay. In order for the union to evaluate any merit pay plan the union needs the following information:

1. A list of all employees who have received any merit pay increases or decreases. For such employee please give the name of the employee, the date that the merit raise or decrease was given, the amount of the increase or decrease, the name of the supervisors involved in the decision and the reasons for the increase or decrease.
2. Please provide a copy of all documents or evaluations which were used by the employer in the course of all merit increases.
3. Please provide a copy of any merit pay plan.
4. Please provide a statement of the company's merit pay plan.
5. If any employee has been denied merit pay please give the name of the employee, the date upon which the employee was denied any merit pay and the reasons for the denial.
6. Please list the name of each supervisor and/or other person who was involved in each merit pay evaluation.
7. With respect to each merit pay evaluation, please list the factors which were used in evaluating whether the person was entitled to a merit pay increase and, if so, how much.
8. If any employee complained of or protested his merit pay increase please give the name of the employee, the date of the protest, the nature of the complaint or protest and describe the results of the protest.
9. Please provide copies of all wage surveys conducted.
10. Please provide names of employees, wage rates and classification of employees at all other locations of the employer where similar work is performed.

17. CUSTOMER COMPLAINTS

Customer complaints can often lead to discipline. The union is concerned about understanding the nature of customer complaints, their frequency, which customers complain and so on so that the union can advise the employees so that they avoid possible discipline. The union needs this information to help train the employees to avoid such problems. The union is concerned about establishing a fair procedure to deal with customer complaints and for that purpose asks that the employer provide the following information:

1. Copies of all written customer complaints. Please also provide copies of all internal memorandums concerning oral customer complaints. If the complaints were oral and there is no written record, please provide a description of each such complaint including the customer's name, nature of complaint, employee involved and disposition both with respect to the complaint as well as any discipline which might have been imposed.
2. A description of the investigation which arose out of the complaint and any action taken with respect to any employee involved in the customer complaint.
3. A copy of any company policy or procedure with respect to handling customer complaints.
4. A statement of any company policy or procedure with respect to the handling of customer complaints.
5. A list of all employees who have been disciplined as a result of any customer complaints. For purposes of this question please provide the name of the employee, the date of the customer complaint, the nature of the customer complaint and a description of the discipline imposed. If no discipline was imposed please state the reason why no discipline was imposed.

18. UNSAFE PRODUCTS

The union is concerned that the employees may be handling or exposed to products which are unsafe or unhealthy to any degree. The union may need to bargain over appropriate procedures for handling that material, procedures for protecting the employees from any liability as well as appropriate pay rates or classifications with respect to handling of such products. For purposes of such bargaining please provide the following information:

1. Please provide copies of all reports of inspections by any public agency having to do with health or safety.
2. Copies of all bulletins or documents concerning health or product safety with respect to any product handled by this employer.
3. Any documents which concern or mention or relate to discipline imposed on any employees concerning the handling of an unsafe product.

4. A copy of all MSDSs maintained by the employer.

19. HEALTH AND HANDICAP RISKS

The union is concerned about the health of the employees. The union is also concerned that the union is able to negotiate an acceptable health and welfare program. For purposes of that please provide with respect to all current employees and past employees for the last five years:

1. A list of any known diseases, disabilities or illnesses which any employee has suffered from during the last five years.
2. Please describe any action with the employer has taken with respect to such illness, disease, or disabilities.
3. Please state any company policies with respect to employees with diseases, disabilities or illness.
4. Provide copies of any company polices with respect to employees with diseases, illnesses or disabilities.

20. COLLECTIVE BARGAINING AGREEMENTS

In order to evaluate the company's position and/or policies with respect to these issues the union is asking that the employer provide the following:

1. Copies of all collective bargaining agreements which are currently in effect between this employer and any union. We are also asking that you provide copies of all collective bargaining agreements between this employer and any union which have expired at any time during the last five years.

21. PROMOTIONS

The employees are interested in their right to promotion both within the bargaining unit as well as to promotion from positions within the bargaining unit to positions outside the bargaining unit. They are also concerned about those who have been hired from the outside. For purposes of this bargaining the union needs the following information:

1. Copies of all company procedures or policies with respect to promotions.
2. A statement of all company policies or procedures with respect to promotions.

3. A list of all employees who have been promoted either within classifications within the bargaining unit or from classifications within the bargaining unit to positions outside the bargaining unit. For each such person please give the job classification, the classification to which promoted, the date of the promotion, the pay rate when promoted, the pay rate of the promotion, the reason or reasons for the promotion.
4. With respect to all positions which have been filled by hiring from the outside please state the date an opening occurred, the nature of the position, the pay rate and the reason or reasons individuals were hired from the outside rather than promoting individuals from within.
5. With respect to all employees who have been denied a promotion please give the name of the employee, the date of the denial of the promotion and the reason or reasons the person was denied a promotion.

22. TRAINING PROGRAMS

The employees are interested in having training programs so that they may perform their current tasks better and/or be trained for better positions. For such bargaining the union is asking that you provide the following information:

1. A copy of any and all company training programs.
2. A statement of any and all company policies regarding training.
3. The names of all employees who have been involved in any training program during the last five years with the date or dates of such training program, a description of the training program and the name of the individuals conducting the training program.
4. Please provide the names of all employees who have asked to be trained but have been denied any training during the last five years with the dates of the denial and reason for the denial.
5. Copies of all manuals, directives, policies, operating directions, service manuals, maintenance manuals.

23. LIFE INSURANCE

The employees are interested in a company paid or company sponsored life insurance program. The union will have to negotiate the costs of such a program and often the cost of any such program may be

dependent upon the group of individuals who participate in any such program. For the purpose of bargaining over life insurance the union is asking that the employer provide the following information:

1. A copy of all company life insurance plans or programs including a cost breakdown or cost analysis.
2. A list of all company employees with their age and sex.
3. Copies of all company insurance programs along with a cost analysis or cost breakdown.

24. SUMMER OR TEMPORARY HELP

The union is concerned about the circumstances under which summer or temporary help is hired. For purposes of bargaining over this issue the union asks that the employer provide the following information:

1. A list of all individuals who have been hired as summer or temporary help giving the names, the date of hire, the rate of pay, classification, the date of termination and the reason that the temporary or summer help was hired.
2. A copy of any company policies or procedures with respect to the hiring of temporary summer help.
3. A statement of any company policy or procedure with respect to the hiring of any summer or temporary help.

25. LEAVE POLICIES

The employees are interested in having a fair and equitable leave policy whether those leaves are for short or long periods. Such leaves may be for many purposes including funeral, further study, travel, maternity, paternity, family obligations, adoption, illness, recreation or to comply with state or federal laws regarding leave. For purposes of bargaining over such an issue the union asks that the employer provide the following information:

1. A copy of all company leave policies.
2. A statement of all company policies or procedures with respect to leaves.
3. A list of all employees who have taken leave for any period of time for any purpose. For each employee give the name of the employee, the date the leave began, the date the leave ended, and the reason for the leave.

4. With respect to any employee who has been denied any leave please give the name of the employee, the date the employee was denied leave and the reason or reasons that the employee was denied such leave.

26. CHEMICALS AND COMPOUNDS

The employees are concerned about the chemicals or compounds which are used at their work location or to which they may be exposed. The union is concerned that those chemicals be safe and that the employees know how to use them safely. In order for the union to negotiate over these issues the union is asking that the union provide the following the information:

1. A list of all chemicals or compounds which are used, stored or sold at the facility including a description of the ingredients of that chemical or compound, as well as the generic name of all such chemicals or compounds.
2. The location in the facility where that chemical or compound is stored for either sale or use.
3. A copy of any company emergency response plan or program including a copy of any contract with any outside vendor or supplier who provides emergency response in case of any chemical or toxic spin or accident.
4. Results of all clinical and laboratory studies of any employee undertaken by the employer including the results of toxicological investigations concerning chemicals or compounds to which the employees may have been exposed during last five years.
5. Copies of all Material Safety Data Sheets.
6. A list of all chemicals or compounds to which the employees may become exposed or which they may handle other than those listed above including a description of the ingredients of that chemical or compound, as well as the generic name of all such chemicals or compounds.

27. RESTRUCTURING, SALE OF THE BUSINESS OR TAKE-OVER

The employees are concerned about the impact upon their wages, hours and working conditions should the company be restructured, sold or taken over. In order to bargain over such issues we need the following information:

1. A copy of the bylaws and articles of incorporation.
2. A list of the current shareholders showing the amount of shares and class of shares owned.

3. Financial statements.
4. Copies of any reports from consultants, investment advisors, certified public accountants or others concerning the value of the company or any possible restructuring.
5. Copies of all correspondence which concerns the possibility of restructuring, sale and/or takeover of the company.
6. Copies of the minutes of the board of directors.
7. Minutes of all shareholders meetings including any tape recordings or transcriptions of those meetings.
8. Copies of all filings with the Securities and Exchange Commission. Copies of all filings with any state agency which regulates corporate affairs.

28. CASH TRANSACTIONS

The employees are concerned to the extent that they may be disciplined with respect to the handling of cash or non-cash sales. In order for the union to determine how they are to handle cash or non-cash sales and to effectively bargain over issues such as work rules or discipline the union needs the following information:

1. A copy of all company policies with respect to the handling of cash or non-cash transactions.
2. A statement of all company policies with respect to the handling of cash or non-cash transactions.
3. A list of all non-cash items which are accepted in lieu of cash (coupons, etc.). With respect to each such item a copy of all agreements or documents which reflect the manner in which those documents are be handled or the transactions with respect to those items conducted.
4. A list of all employees who have disciplined either orally or in writing with respect to the handling of cash or non-cash transactions. For each person we need to know the date of the discipline, the nature of the discipline, or the nature of the conduct which gave rise to the discipline.
5. Provide copies of all forms which the company utilizes to account for sales.

29. CAFETERIA AND VENDING MACHINES

To the extent that there is either an employee cafeteria or vending machines, the price of food does impact the employees. The union is asking that the employer provide the following:

1. A complete list of all items which are available for sale to employees from vending machines or an employee cafeteria. That list should include all items which have been sold in the last year as well as the price.
2. Please provide a copy of any agreement with the vending machine or cafeteria operator.

30. USE OF PROPRIETARY INFORMATION

The union is also concerned that the employees are trained to recognize proprietary information, use it properly and preserve its confidentiality. The union is concerned with respect to possible discipline which may be imposed for misuse of such proprietary information. In order to bargain over the questions and to represent the employees with respect to the use of proprietary information the union will need the following information:

1. A description and list of all proprietary information.
2. A list of individuals to whom such proprietary information is normally distributed.
3. A description of the location where such information is kept including access codes, if any, if the information is electronically maintained.
4. A statement of company policy with respect to use of proprietary information.
5. Copies of all proprietary information to which bargaining unit members have access.
6. A statement of all proprietary information to which bargaining unit members have access to which is not contained in written form and/ or was not provided in response to T 5.

31. REFERRAL RULES AND HIRING HALLS

Employees in this industry have traditionally worked from employer to employer. Traditionally employers have also called this Union for additional help both on a casual basis as well as a long term basis. For that reason the union has maintained a referral procedure or hiring hall. In order to bargain over such a procedure, the union is asking that you provide the following information:

1. A list of all employees hired within the last five years including their names, date of hire, classification, rates of pay, last known employment immediately before working for this

company, the source of their hiring (employment agency, walk-in, advertisement etc.) and manner in which they were interviewed and/or hired.

32. LAYOFFS AND RECALL

For purposes of bargaining the union is concerned about the employer's practices with respect to layoffs and recall. The union is requesting that with respect to any employee who has been laid off and brought back to work the following information:

1. The date the person was initially employed, the date or dates the employee was laid off, the name of the employee and the manner in which the employee was recalled on each occasion.
2. A list of qualifications for all job classifications.
3. A copy of all policies or procedures with respect to the employment of employees.
4. A copy of all tests which are given to applicants or employees including application forms. If there is no written test given, a description of the test should be given.
5. A statement of any employer policies or procedures with respect to recalls or layoffs.
6. With respect to each employed who was laid off or recalled a statement of the reason why that person was chosen for layoff or recall, the name of the person who made the decision to layoff or recall that person.
7. If skill, ability or any other factor was used in determining that any person was to be laid off or recalled, please describe the skill, ability and or any other factor for each person who was recalled or laid off.
8. When decisions were made to layoff and any person was not chosen for layoff please describe the skill, ability or any other factor used in making the decision to layoff for each person not chosen for layoff.
9. If skill, ability or any other factor was used in determining that someone who had been laid off was not to be recalled, please provide a description of such factor for each such person not recalled.

33. PRIZES, BONUSES, ETC.

The employees are interested in any bonuses, prizes, or special benefits which are awarded to individuals during the course of their employment. In order to bargain over such items the union is asking that the employer provide the following information:

1. A list and description of all bonuses, prizes, spiffs or rewards or other unusual cash or other gifts given to employees. This list should also include those that were available but were not given to employees.
2. If there are any such programs, a copy of the program should be provided.
3. A statement of any company policy regarding bonuses, prizes, spiffs, rewards or unusual cash or other gifts.

34. HOLIDAY GIFTS

If the employer gives gifts to its employees including at any holiday season the union is interested in bargaining over such gifts. For that reason the union is asking that you provide the following information:

1. A list and/or description of all gifts given to any employee.
2. If the employer maintains any policy or procedure with respect to the giving of gifts to its employees please provide a copy of that policy or procedure.
3. A statement of any company policies or procedures with respect to holiday gifts.

35. SEPARATE ORAL AND WRITTEN AGREEMENTS

The union is concerned whether there are any oral agreements or written agreements with any employees in the bargaining unit. The union is also concerned about any agreements with non-bargaining unit members which may affect bargaining unit members such as agreements to return supervisors to the bargaining unit. For purposes of bargaining over that issue please provide the following information:

1. Please identify any employee with whom the company has any oral agreement or written agreement. For each such employee provide a copy of the agreement if in writing or, if oral, please describe the agreement including all of its terms and conditions.

36. DISCRIMINATION AND HARASSMENT

As part of bargaining the union needs to consider whether there has been discrimination and harassment with respect to hiring, promotions, wage rates, job assignments and all aspects of the employment

relationship against any person. In order to bargain over these issues the union is asking that you provide the following information concerning race, national origin, sex, sexual preference and age discrimination or harassment:

1. A list of all employees who have been hired showing their race, national origin, sex, sexual preference, age, disability and religion.
2. A list of all employees who applied for work but were turned down showing their race, national origin, sex, sexual preference, age, disability or religion.
3. A list of all employees who were promoted, transferred, disciplined or demoted showing their race, national origin, sex, sexual preference, age or religion.
4. A list of all employees who were denied either promotions or transfers showing their race, national origin, sex, sexual preference, age, disability or religion.
5. Copies of all charges or complaints received from any State or Federal administrative agency or any court suit concerning discrimination or harassment based upon race, national origin, sex, sexual preference, age, disability or religion. With respect to any such complaint, charge or lawsuit please provide not only a copy of the complaint, charge or lawsuit but a copy of any document showing the resolution or conclusion of that litigation, complaint or charge.
6. A copy of any affirmative action plan which is or has been in existence during the last five years.
7. A copy of any contracts which have any equal employment clauses or guarantees as well as any contracts which have any affirmative action clauses or guarantees.
8. Copies of any internal investigative reports with respect to any complaints, charges or allegations concerning discrimination or harassment based on race, national origin, sex, sexual preference, age, disability or religion.
9. Copies of all internal policies or procedures concerning affirmative action or discrimination or harassment with respect to race, national origin, sex, sexual preference, age or religion.
10. Copies of all EEO-1 reports.
11. Copies of all sexual harassment, anti- discrimination or discrimination policies.

This union is dedicated to eliminating discrimination in the workplace. The union expects to negotiate an effective policy to avoid discrimination and this information is necessary to evaluate the extent to which there may have been discrimination in the past by this employer. It is also necessary to evaluate the

necessity of affirmative action programs to ensure that if there has been past discrimination it will be remedied effectively in the future.

37. GROOMING

The employees are concerned about whether clothes, grooming, height or weight or any other personal factors will affect their employment. For purposes of bargaining over these issues please provide the following information:

1. A statement of any policies or procedures with respect to grooming, clothes, weight or height or any other personal affects.
2. A copy of any company personnel policies or procedures with respect to grooming, clothes, weight or height or any other personal affects.
3. A list of all employees who have been disciplined, discharged, warned or otherwise counseled regarding grooming, clothes, weight or height or any other personal appearance. For each such person please give the date of the occurrence, the reason for the occurrence and any company action which was taken with respect to grooming, clothes, weight or height or any other personal appearance.
4. With respect to all employees please provide their height, weight and, if they are men, whether they have or had beards or other facial hair.

38. DRUG AND ALCOHOL ABUSE

This union is committed to eliminating drug or alcohol abuse. As the employer is aware, the development of an effective policy is a very difficult and sensitive issue which will require extensive bargaining. For purposes of bargaining over these issues the union requests that the employer provide the following information:

1. A copy of any company policy or procedure with respect to drug or alcohol abuse.
2. A statement of any company policies or procedures with respect to drug or alcohol abuse.
3. The names of all employees who have had any drug or alcohol problem. For each such employee give the employee's name, classification, work location, describe the nature of the drug or alcohol problem and action taken by the company.

4. If the company believes that there is any impact upon the workplace by drug or alcohol abuse please describe that impact including describing each incident of such abuse and its impact upon the workplace..
5. If the company believes that there is any equipment for which the use or operation of which may be affected by drug or alcohol abuse please list that equipment, describe the classifications of employees who operate that equipment and please provide any information with respect to the use of drugs or alcohol by employees who have operated or maintained that equipment.
6. Please provide copies of any reports or studies with respect to use or abuse of drugs or alcohol with respect to this employer.
7. If the employer has tested any employees for drug or alcohol use please provide copies of those tests.
8. If the employer has required any employee to take a drug or alcohol test please provide the names of the employees who were tested, a copy of the test result and the action taken with respect to such employee.
9. If the employer has requested any employee to take a drug or alcohol test and that employee has declined or refused, please give the name of the employee, describe the circumstances under which the test was requested and the action taken.

39. CLOTHES AND UNIFORMS

The employees would like to know the kind of clothes or uniforms which they are required to wear. For purposes of bargaining over those issues the union asks for the following information:

1. A list of all company uniforms or special clothes which the employees are required to wear including a description of the uniforms or special clothes, the classifications of employees which are required to wear those uniforms or special clothes as well as a description of the circumstances under which they are to be worn.
2. All company policies or procedures with respect to uniforms.
3. A statement of all company policies or procedures with respect to the wearing of uniforms.
4. Please provide for inspection a sample of all uniforms which are to be worn.
5. Please provide a statement of the costs to the company and/or the employees of all company uniforms.

40. DISCIPLINE

Discipline is an important topic of negotiations. Whether the union eventually agrees to a clause which prohibits discharge except for just cause or some similar standard or whether the union will need to bargain over the circumstances under which discipline will occur in individual circumstances depends upon a number of factors. In order for the union to evaluate the kinds of proposals which are appropriate and currently represent the employees the union needs the following information:

1. A copy of all company policies or procedures with respect to discipline.
2. A copy of all company work rules, house rules or similar kinds of rules.
3. A statement of all company policies or procedures with respect to discipline as well as a statement of all company policies or procedures with respect to work rules, house rules and similar rules.
4. A list of all employees who have been disciplined (discipline to include oral or written warnings, suspensions or terminations) including the date of the discipline, the nature of the discipline and the reason that the discipline was given.
5. Please list all employees who have engaged in conduct for which the company has considered discipline but has not actually given discipline including the name of the employee, the date of the incident the nature of the discipline considered and the reason the discipline was not imposed.
6. Please provide copies of all employee evaluations.

41. STEWARDS

The union is interested in developing a strong system of stewards or other on-site representatives. The union believes that such representatives must be completely loyal to the union. For purposes of bargaining over this issue, the union asks that the employer provide the following information:

1. A list of all employees who have expressed any interest in any supervisory or management position in the company if they are currently in the bargaining unit.
2. A copy of any applications or requests for promotion outside of the bargaining unit by any current bargaining unit member.

42. PIECE RATES

Although the union does not believe that piece rates or incentive programs are a particularly viable means of paying employees in this industry, it is something that the union needs to take a look at in bargaining. For purposes of determining possible piece rates or incentive plan, the union is asking that the employer provide the following information:

1. The amount of product and/or goods sold [or manufactured] by type on a daily, weekly and yearly basis. Please provide this information by describing the amount in terms of weight, numbers, cost, price and description.
2. A copy of any piece rate studies, incentive plan studies or similar studies performed by the employer.
3. We are also requesting the right to make a study on the employer's premises using our own expert. Please advise us of when our expert can begin his study at the company's location.
4. A copy of any piece rate, incentive or similar plan.
5. A statement and description of any piece rate incentive or similar plan.

43. NO-SMOKING

The union believes that a fair and equitable nonsmoking policy should be adopted. Please provide the following information:

1. Copies of all company policies regarding smoking.
2. A statement of all company policies regarding smoking.
3. A list of smokers and a list of non-smokers.

44. ALTER EGO

The union is concerned that an alter ego relationship may exist between this company and company. The union has received reliable information that would suggest the existence of such a relationship. In order for the union to verify this relationship, the union needs the following information: The non-union company is _____.

1. Describe the type of business in which your company engages.
Describe the type of business in which the non-union company engages.
2. Define the geographic area in which your company does business.
Define the geographic area in which the non-union company does business.
3. State the business address(es) and identify all office locations of your company.
State the business address(es) and identify all office locations of the non-union company.
4. Identify your company's post office box(es) by number and location.
Identify the non-union company's post office box(es) by number and location.
5. Identify your company's business phone number(s) and directory listing(s).
Identify the non-union company's business phone number(s) and directory listing(s).
6. Identify the banking institution, branch location, and account number of your company's bank account(s).
Identify the banking institution, branch location, and account number of the non-union company's bank account(s).

7. Identify the banking institution, branch location, and account number of your company's payroll account(s) not identified above.
Identify the banking institution, branch location, and account number of the non-union company's payroll account(s) not identified above.
8. Identify where and by whom your company's accounting records are kept.
Identify where and by whom the non-union company's accounting records are kept.
9. Identify your company's principal accountant.
Identify the non-union company's principal accountant.
10. Identify where and by whom your company's corporate records are kept.
Identify where and by whom the non-union company's corporation records are kept.
11. Identify where and by whom your company's other business record books are kept.
Identify where and by whom the non-union company's other business record books are kept.
12. Identify your company's principal bookkeeper.
Identify the non-union company's principal bookkeeper.
13. Identify your company's principal payroll preparer.
Identify the non-union company's principal payroll preparer.
14. Identify your company's contractor license number for states where it does construction business.
Identify the non-union company's contractor license number for states where it does construction business.
15. Identify the carrier and policy number for your company's workers compensation insurance.
Identify the carrier and policy number for the non-union company's workers compensation insurance.
16. Identify the carrier and policy number for your company's other health insurance program(s).
Identify the carrier and policy number for the non-union company's other health insurance program(s).
17. (a) Identify your company's federal tax payer identification number.
Identify the non-union company's federal tax payer identification number.
(b) Identify where and by whom your company's federal tax returns are kept.
Identify where and by whom the non-union company's federal tax returns are kept.
18. (a) Identify your company's other federal or state tax-payer identification numbers.
Identify the non-union company's other federal or state taxpayer identification numbers.
(b) Identify where and by whom your company's other federal or state tax reports are kept.

Identify where and by whom the non-union company's other federal or state tax reports are kept.

19. Identify amount(s) involved, reason(s) for, and date(s) of transfer of any funds between your company and the non-union company.
20. Identify source(s) and amount(s) of your company's line(s) of credit.
Identify source(s) and amount(s) of your non-union company's line(s) of credit.
21. Identify amount(s) involved and date(s) when your company has operated its capital with a guarantee of performance by the non-union company.
Identify amount(s) involved and date(s) when the non-union company has operated its capital with a guarantee of performance by your company.
22. Identify business(es) to whom your company rents, leases, or otherwise provides office space.
Identify business(es) to whom the non-union company rents, leases, or otherwise provides office space.
23. Identify the calendar period and terms by which your company provides office space to the non-union company, or is provided with office space by the non-union company.
24. Identify your company's building and or office suppliers.
Identify the non-union company's building and or office suppliers.
25. Identify by item(s) purchased, date(s) of purchase, and dollar volume of purchase(s) those building and or office supplies not purchased separately by your company and the non-union company.
26. Identify business(es) that use your company's (a) tools or (b) equipment.
Identify business(es) that use the non-union company's (a) tools or (b) equipment.
27. Identify business(es) to whom your company sells, rents, or leases its (a) operating equipment, (b) office equipment, (c) construction equipment, or (d) tools.
Identify business(es) to whom the non-union company sells, rents, or leases its (a) operating equipment, (b) office equipment, (c) construction equipment, or (d) tools.
28. Identify business(es) from whom your company buys, rents, or leases its equipment.
Identify business(es) from whom the non-union company buys, rents, or leases its equipment.
29. Identify those equipment transactions that your company arranges by written agreement.
Identify those equipment transactions that the non-union company arranges by written agreement.

30. Regarding equipment transactions between your company and the non-union company, identify the purchase, rental, or lease rate, equipment involved, calendar period, and dollar volume of each transaction.
31. Regarding equipment transactions between your company and business(es) separate from the non-union company, identify the purchase, rental, or lease rate, equipment involved, calendar period, and dollar volume of each transaction.
32. Regarding equipment transactions between the nonunion company and business(es) separate from your company, identify the purchase, rental, or lease rate, equipment involved, calendar period, and dollar volume of each transaction.
33. Identify those of the following services that are provided to the non-union company by or at your company.
 - (a) administrative
 - (b) bookkeeping
 - (c) clerical
 - (d) detailing
 - (e) drafting
 - (f) engineering
 - (g) estimating
 - (h) managerial
 - (i) patternmaking
 - (j) sketching
 - (k) other
34. Identify those of the following services that are provided to your company by or at the non-union company.
 - (a) administrative
 - (b) bookkeeping
 - (c) clerical
 - (d) detailing
 - (e) drafting
 - (f) engineering
 - (g) estimating
 - (h) managerial
 - (i) patternmaking
 - (j) sketching
 - (k) other
35. Identify where your company advertises for customer business.

- Identify where the non-union company advertises for customer business.
36. Identify your company's customers.
Identify the non-union company's customers.
 37. Identify customers your company has referred to the non-union company.
Identify customers the non-union company has refer to your company.
 38. What customers of the non-union company are now or were formerly customers for your company.
 39. Regarding customers identified above as common to your company and the non-union company, state the calendar period and dollar volume of work performed for the customer by your company.
Regarding customers identified above as common to your company and the non-union company, state the calendar period and dollar volume of work performed for the customer by the non-union company.
 40. State the dollar volume of business per job performed by your company.
State the dollar volume of business per job performed by the non-union company.
 41. Does your company negotiate jobs to obtain work?
Does the non-union company negotiate jobs to obtain work?
 42. Does your company bid jobs to obtain work?
Does the non-union company bid jobs to obtain work?
 43. Identify those persons who bid and or negotiate your company's work.
Identify those persons who bid and or negotiate the non-union company's work.
 44. State the dollar volume minimum and or maximum (if any) as established by law or regulation, that your company may bid on public works projects.
State the dollar volume minimum and or maximum (if any) as established by law or regulations, that the non-union company may bid on public works projects.
 45. Identify by customer, calendar period, and dollar volume any job(s) on which your company and the non-union company have bid competitively.
 46. Identify by customer, calendar period, and dollar volume any work which your company has subcontracted to, or received by subcontract from the non-union company.
 47. Identify subcontract work arranged by written agreement between your company and the non-union company.

48. State the reason for each subcontract let by your company.
State the reason for each subcontract let by the non-union company.
49. Identify by customer, calendar period, and dollar volume any projects on which your company has succeeded, or been succeeded by, the non-union company.
50. Identify work your company performs on the non-union company's products.
Identify work the non-union company performs on your company's products.
51. Identify where your company advertises for employee hires.
Identify where the non-union company advertises for employee hires.
52. Identify by job title or craft position the number of employees employed by your company per pay period.
Identify by job title or craft position the number of employees employed by the non-union company per pay period.
53. Identify the skills that your company's employees possess.
Identify the skills that the non-union company's employees possess.
54. Identify where your company's employees report for work.
Identify where the non-union company's employees report for work.
55. Identify by job title or craft position and respective employment dates those employees of your company who are or have been employees at the non-union company.
56. Identify by job title or craft position and respective employment dates those employees of the non-union company who are or have been employees at your company.
57. Identify by job title or craft position and transfer dates those employees otherwise transferred between your company and the non-union company.
58. Identify projects of each company on which these employees were working at the time of transfer.
59. Identify your company's (a) supervisors, (b) job superintendents, and (c) forepersons or other supervisory persons with authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsible to direct employees, or to adjust their grievances, or effectively to recommend such action.
Identify the non-union company's (a) supervisors, (b) job superintendents, and (c) forepersons or other supervisory persons with authority to hire, transfer, suspend, lay off, recall, promote,

discharge, assign, reward, or discipline other employees, or responsible to direct employees, or to adjust their grievances, or effectively to recommend such action.

60. Regarding those supervisory persons described above as common to your company and the non-union company, identify the period(s) of employment with each company.
61. Identify your company's personnel ever authorized to supervise the non-union company's employees.
Identify the non-union company's personnel ever authorized to supervise your company's employees.
62. Identify by project involved, personnel involved, and date of event, any occasion when your company's personnel performed a supervisory function for the non-union company.
Identify by project involved, personnel involved, and date of event, any occasion when the non-union company's personnel performed a supervisory function for your company.
63. Identify your company's managerial personnel having authority to formulate and effectuate management policies or otherwise able to recommend or to exercise discretionary action within or even independently of established policy.
Identify the non-union company's managerial having authority to formulate and effectuate management policies or otherwise able to recommend or to exercise discretionary action within or even independently of established policy.
64. Identify your company's representatives who have authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline supervisory personnel, or responsible to direct supervisory personnel, or to adjust their grievances, or effectively to recommend such action.
Identify the non-union company's representatives who have authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline supervisory personnel, or responsible to direct supervisory personnel, or to adjust their grievances, or effectively to recommend such action.
65. Identify your company's representatives otherwise actively involved with day-to-day management or operations.
Identify the non-union company's representatives otherwise actively involved with day-to-day management or operations.
66. Identify by title and respective dates of employment those managerial personnel of your company ever employed by the non-union company.
Identify by title and respective dates of employment those managerial personnel of the non-union company ever employed by your company.
67. Describe your company's compensation program including employee wage rates.

Describe the non-union company's compensation program including employee wage rates.

68. Describe your company's fringe benefits program.
Describe the non-union company's fringe benefits program.
69. Describe your company's labor relations policy.
Describe the non-union company's labor relations policy.
70. Identify your company's representative(s) who establish or otherwise control labor relations policy.
Identify the non-union company's representative(s) who establish or otherwise control labor relations policy.
71. Identify your company's labor relations representative(s).
Identify the non-union company's labor relations representative
72. Identify your company's legal counsel on labor relations matters.
Identify the non-union company's legal counsel on labor relation matters.
73. Identify your company's membership status in the Associated General Contractors.
74. Identify your company's membership status in any other employer association.
Identify the non-union company's membership status in any other employer association.
75. Identify your company's officers.
Identify the non-union company's officers.
76. Identify your company's directors.
Identify the non-union company's directors.
77. Identify place(s) and date(s) of your company's directors meetings.
Identify place(s) and date(s) of your non-union company's directors meetings.
78. Identify your company's owners and or stockholders.
Identify the non-union company's owners and or stockholders.
79. Identify the ownership interest held among your company's owners and or stockholders.
Identify the ownership interest held among the non-union company's owners and or stockholders.

45. AMERICANS WITH DISABILITIES ACT

With the implementation of the Americans With Disabilities Act, obligations are imposed on the employer to accommodate disabilities. Obligations are likewise placed on the union with respect to accommodating those disabilities where there is a collective bargaining agreement or collective bargaining relationship. For purpose of bargaining over the implementation of any procedures or policies with respect to the ADA, the union is requesting the following information:

1. Copies of all employment applications currently used.
2. Copies of all job descriptions.
3. A description of all medical tests required of all applicants and employees.
4. A list of all employees who have been accommodated for any physical or mental disability or handicap. For each such person please give the employee's name, a description of the disability, a description of the accommodation and a statement of the estimated cost to the company of accommodating that individual.
5. A list of all employees who have not been accommodated for any physical or mental disability or handicap. For each such person please give the employee's name, a description of the disability, a description of the reason why no accommodation was made for the disability and a statement of the estimated cost to the company had it accommodated the disability.
6. A list of all jobs that have been restructured describing each restructuring that has occurred and the reasons for the restructuring.
7. A copy of any company policies or procedures regarding implementation or administration of any program concerning the Americans With Disabilities Act or any similar state law.
8. A copy of any charges filed with any state or federal agency alleging handicap or physical or mental disability discrimination.

46. PRODUCTS

The union is concerned that the employees make no errors which might subject them to discipline in the manufacture [processing] of products in the facility. Although the union does not intend to bargain about the process by which products are made [processed] (except that such may affect mandatory subjects like health and safety) or the ingredients or components, the union wants to know exactly what process is used and the ingredients in each product so that the employees will have a clear understanding of their responsibilities to avoid any possible discipline. The union also wants this information to assess whether there are any health or safety risks in the manufacturing process. Additionally the union wants this information to develop training programs so that the employees may upgrade their skills, avoid making

mistakes and otherwise make them better employees. For that purpose please provide the following information:

1. For each product manufactured or processed or sold, give the ingredients or components and describe the manufacturing process.
2. For each product provide a copy of any document which described the process by which the product is made and or describes the ingredients or components.
3. If there have been any manufacturing errors in the last five years please provide the following information: (1) The date of the error; (2) The nature of the error and (3) What steps were taken to correct the error or insure that the error would not reoccur.

II. CONCLUSION

The union believes that these information requests are valid and demand relevant information under the Labor Board standards. Should the employer have any concerns the union stands ready to negotiate over the employer's concerns to work out a mutually agreeable resolution. Please respond within one week.