

Exhibit Q - Labor and Employment Practices Plan (Optional)



PAGE LIMIT: 10 pages, not including a copy of a labor peace agreement statement or attestation

Describe plans to provide a safe, healthy, and economically beneficial working environment for its agents, including, but not limited to, codes of conduct, health care benefits, educational benefits, retirement benefits, living wage standards, and entering [into] labor peace agreements with employees.

- If you have experience successfully managing a retail business, you'll have described this in Exhibit N
- Cross-reference
- Highlight labor and employment elements:
 - Code of conduct
 - Employee benefits
 - The living wage you pay your employees
(see <https://livingwage.mit.edu/>)
 - Track record for peacefully dealing with unions (if applicable)
 - Other policies/practices demonstrating safety, health, and economically beneficial working environment
- **Confirm that you intend to replicate that**

Focus on policies beneficial to employees:

- EEO / Anti-Harassment / Anti-Discrimination
- Reasonable Accommodation
- Workplace Violence
- Weapons
- Safety
- Security
- Wages and Overtime
- Paid Time Off and Leave
- Benefits (including retirement and education)
- Code of Conduct
- Dispute Resolution

- Some other typical policies:
 - Hours of Work / Breaks
 - Absenteeism and Tardiness
 - Attire and Appearance
 - Drugs and Alcohol
 - Discipline

- Application says there is a 10 page limit for Exhibit Q “not including a copy of a labor peace agreement *statement or attestation*”
- Statutory requirements for labor peace agreement:
 - You agree not to disrupt efforts by the union to communicate with, and attempt to organize and represent, your employees
 - You agree to give the union access at reasonable times to areas in which your employees work, for the purpose of meeting with your employees to discuss their right to representation, employment rights under State law, and terms and conditions of employment
 - Does not mandate a particular method of election or certification of the union
 - The union and its members agree not to engage in picketing, work stoppages, boycotts, or other economic interference with your business

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