Policy Implementation Checklist – Political Speech in the Workplace

## ✅ Draft Clear Policy Language

Develop neutral, content-agnostic policies that outline expectations for political expression without targeting specific viewpoints.

## ✅ Train Managers

Educate supervisors on the policy, emphasizing legal protections (e.g., NLRA, state law) and consistent enforcement.

## ✅ Communicate to Staff

Distribute the policy via handbooks, internal communications, or staff meetings. Confirm employee acknowledgment.

## ✅ Enforce Consistently

Ensure the policy is applied uniformly to all employees, regardless of political belief or affiliation.

## ✅ Create Complaint Mechanisms

Provide clear processes for employees to report concerns related to political expression or violations of the policy.

## ✅ Review Legal Compliance

Confirm alignment with federal (e.g., NLRA) and applicable state laws (e.g., Conn. Gen. Stat. § 31-51q).

## ✅ Audit Policy Annually

Reevaluate policy effectiveness, update as needed to reflect legal changes or workplace culture shifts.

## ✅ Include in Onboarding

Introduce new employees to the policy during orientation to set expectations from the outset.

## ✅ Document Enforcement Actions

Maintain records of disciplinary or remedial actions taken under the policy to ensure accountability.

## ✅ Assess Workplace Climate

Regularly monitor whether political expression is creating tension or undermining workplace harmony.