



It's an election year. Are you ready?

Through elections, diverse views shape our government. An engaged democracy is a strong democracy, but political activity can bring together groups of people who disagree—which can lead to disruptions that might affect your property, your employees, and your guests. You can minimize these disruptions by taking steps to prepare.

PROPERTY

- ❑ **HAVE A PLAN.** Before any political event, Management, Legal, Security, and Communications teams need to make plans that include messaging for employees, guests, and the public; engaging with local law enforcement; and emergency procedures if necessary. Consulting with your brand's corporate communications team prior to any public communications is strongly recommended.
- ❑ **KNOW YOUR AUDIENCES.** Political activity within a private business is not protected under major employment anti-discrimination laws.
- ❑ **KNOW YOUR LAW ENFORCEMENT NETWORK.** Reach out to local law enforcement and, through them, to local field offices of federal agencies. They have resources and information to support the private sector. Local law enforcement agencies are responsible for off-property activities, so coordinate with these agencies if protests are planned in your area.

EMPLOYEES

- ❑ **TRAIN** the relevant roles and departments well in advance and make expectations clear. Specifically, educate employees about possible events; make industry training modules available (see below for resources).
- ❑ **IDENTIFY** internal task forces or key points of contact to respond to employee and guest inquiries.
- ❑ **PREPARE** messaging for employees to provide to guests and identify resources for additional information.
- ❑ **CONNECT** your security teams with local law enforcement and have them leverage relationships already in place.
- ❑ **REMIND** employees that they are a team, and that political disagreements should never interfere with the commitment to teamwork and mutual respect in the workplace.



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ON ELECTION DAY – VOTING RIGHTS AND RESPONSIBILITIES

- ENCOURAGE EMPLOYEES TO GET OUT AND VOTE.**
Do not ask them who they voted for!
- NOTIFY EMPLOYEES OF ANY INTERNAL PROCEDURES FOR ELECTION DAY.**
- REMIND EMPLOYEES OF STATE/LOCAL ELECTION DAY RESOURCES.**
- HIGHLIGHT THE IMPORTANCE OF STATE AND LOCAL RACES.**
- KNOW YOUR STATE LAWS.** Does your state require employers to give time off for voting?
Check [State Time Off to Vote](#) or [State PTO to Vote](#).

ADDITIONAL RESOURCES

AMERICAN HOTEL & LODGING EDUCATIONAL INSTITUTE TRAINING RESOURCES

- [Active Threat & De-escalation Training](#)
- [Chief Lodging Security Officer \(CLSO\)](#)
- [Safety Matters Online Course](#)

DEPARTMENT OF HOMELAND SECURITY – CYBERSECURITY INFRASTRUCTURE SECURITY AGENCY

- [CISA.gov](#)
- [#Protect2024 | CISA](#)
- [Enhancing Personal and Organizational Security During Civil Unrest | CISA](#)
- [Protecting Infrastructure During Public Demonstrations \(cisa.gov\)](#)
- [Active Shooter: How to Respond](#)
- [Active Shooter Preparedness](#)

NATIONAL COUNTERTERRORISM CENTER

- [Hospitality Industry: Enhanced Suspicious Activity Awareness Assists in Terrorism Prevention](#)

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