These are communication campaign templates to edit, add to, and rewrite to fit your organization. The goal is to help you plan your campaign communication. These campaigns are meant only as an example and do not constitute legal advice.

**Communication Campaigns**

**#1 Goal:** Notify Managers and Provide Resources

**#2 Goal:** Notify Employees of Their Rights

**#3 Goal:** Notify Employees of I-9 Audit



**Campaign #1:** ICE Raid Communication

**Goal:** Notify Managers and Provide Resources

**Send Date: \_\_\_\_\_\_\_\_\_\_\_**

**Follow Up: \_\_\_\_\_\_\_\_\_\_\_**

**Subject:** Important: Plan for ICE Raid and Employee Protocols

Dear [Manager’s Name],

We are writing to inform you of an important matter that may impact our workforce. Recently, we received reliable information indicating that an ICE (Immigration and Customs Enforcement) raid could potentially occur at our facilities. As a company, we are committed to abiding by the law and ensuring the safety and well-being of our employees during this time.

In the event of a raid, please follow the outlined steps to ensure compliance with all legal regulations and protect the rights of our team members:

**1. Employee Rights Awareness**

* All employees should be reminded of their rights regarding immigration enforcement, including the right to remain silent, the right to refuse entry without a warrant, and the right to ask for identification from ICE agents.

Learn more download: [Know Your Rights](https://hrinsidr.com/employee-know-your-rights/)

**2. Protocol for ICE Interaction**

* Should ICE agents arrive at the facility, please do the following:
	+ **Do not allow entry** without proper documentation (i.e., a valid judicial warrant or court order).
	+ **Notify HR immediately** so that we can coordinate next steps and engage legal counsel.
	+ Do not attempt to interfere or engage with the agents directly. Only allow ICE to interact with employees in areas where they have legal access, such as public areas.

**3. Informing Employees**

* It’s important that we have open lines of communication with our employees. Please reassure them that their privacy is of utmost importance, and they should contact HR immediately if they have concerns or questions.
* HR will also be providing additional information to employees about their rights and options moving forward.

**4. HR and Legal Assistance**

* HR will provide employees with contact information for legal support and will coordinate with immigration attorneys should any employees wish to pursue that route.
* We will also ensure that a designated HR representative is available for guidance during any incident that may occur.

**5. Confidentiality**

* Please treat this information with confidentiality. We want to ensure that our employees are not unnecessarily worried, and any updates will be communicated directly to you as the situation develops.

Please ensure that your team is aware of the importance of following these steps and remains calm in case of an incident. We will continue to monitor the situation closely and provide you with any updates as necessary. Thank you for your attention to this matter and your support in maintaining a safe and compliant environment for our employees.

If you have any questions or need further clarification, please do not hesitate to reach out to HR directly.

Sincerely,
[Your Name]
[Your Title]

**Campaign #2:** ICE Raid Communication

**Goal:** Notify Employees of Their Rights

**Send Date: \_\_\_\_\_\_\_\_\_\_\_**

**Follow Up: \_\_\_\_\_\_\_\_\_\_\_**

**Attachment: Know Your Rights**

**Subject:** Important Information: Potential ICE Activity and Your Rights

Dear [Employee's Name],

We are writing to inform you of a recent development that may affect some of our employees. There have been reports of potential Immigration and Customs Enforcement (ICE) activity in our area. While we do not have specific details about when or where any action might take place, we want to ensure that you are informed of your rights and prepared in the event of an ICE visit.

**Your Rights as an Employee**

1. **You have the right to remain silent.** You do not have to answer any questions or provide any documents to ICE agents unless they have a warrant.
2. **You have the right to see a warrant.** If ICE agents come to your workplace or home, they must present a warrant signed by a judge to search or arrest you. You have the right to request to see this document.
3. **You are not required to provide any personal information.** If approached, you are not obligated to provide information about your immigration status without legal advice or documentation.
4. **You cannot be discriminated against based on your citizenship status.** It is illegal for employers to discriminate against employees due to their immigration status. If you feel that you have been treated unfairly or harassed, please reach out to HR immediately.
5. **You may contact an attorney.** If you are concerned or need legal advice, we encourage you to reach out to an immigration attorney. Our HR department is available to assist with any immediate concerns or provide resources.

**What You Should Do**

* If you are approached by ICE agents, calmly ask to see their warrant before allowing them to enter any private or restricted areas.
* If ICE arrives at the workplace, please notify HR immediately.
* In case of any situation, we strongly recommend consulting with a legal professional before taking any action.

**HR Support**
If you have any questions or concerns, or if you would like additional information regarding your rights, please don’t hesitate to contact the HR team at [HR contact details]. We are here to support you and ensure your well-being in this situation.

We understand that this may be unsettling, but please remember that we are committed to your safety and rights. Please stay informed, and if you need assistance, don’t hesitate to reach out to HR.

Thank you for your attention to this matter.

Best regards,

[Your Name]
[Your Position]
[HR Company Name]
[Contact Information]

**Campaign #3:** ICE Raid Communication

**Goal:** Notify Employees of I-9 Audit

**Send Date: \_\_\_\_\_\_\_\_\_\_\_**

**Follow Up: \_\_\_\_\_\_\_\_\_\_\_**

**Subject**: Important Notice: Upcoming I-9 Audit

Dear [Employee's Name],

I hope this message finds you well.

As part of our routine compliance procedures, we would like to inform you that [Company Name] will be conducting an internal I-9 audit. This audit is designed to ensure that our records are accurate and in compliance with federal immigration regulations.

**What does this mean for you?**
You may be asked to provide updated documentation or verify your employment authorization status. Our HR team will reach out to you directly if we require any additional information from you.

Please take a moment to review your I-9 form and ensure that all the information is correct. If you have any concerns or need assistance, feel free to contact the HR department at [HR contact information].

We appreciate your cooperation in this matter.

Thank you for your attention, and please don't hesitate to reach out with any questions.

Best regards,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]