



February 11, 2019

To: All Employees

Subject: Zero Tolerance Policy

Postal Service employees have a right to perform their duties in an atmosphere free of threats, assaults and acts of workplace violence. We are involved and committed to ensuring a safe working environment for all employees. Threats or assaults made directly or indirectly (including through electronic means) toward any other person – even in jest – will not be tolerated. Such misconduct causes very real concern and apprehension on the part of persons to whom this type of action is directed. Effective immediately, we wish to make our policy on workplace violence absolutely clear to all employees:

THERE WILL BE ZERO TOLERANCE OF THREATS OR ASSAULTS
MADE DIRECTLY OR INDIRECTLY TOWARD, OR BY,
ANY POSTAL EMPLOYEE (INCLUDING THROUGH ELECTRONIC MEANS)

The Zero Tolerance Policy places all employees on notice that threats, assaults or other acts of violence committed against other Postal Service employees, or customers, will result in corrective action up to and including removal from the Postal Service.

Any employee who has been subjected to a threat or assault is, by this policy, instructed to immediately report the incident to a Postmaster, Manager or Supervisor, and/or to the Postal Inspection Service at 1-877-876-2455. At the request of an employee who reports an incident to the Postal Inspection Service, reports will be handled anonymously. Employees should report any unusual situation that has the potential to cause workplace violence.

Threats of suicide are considered acts of violence and should likewise be immediately reported.

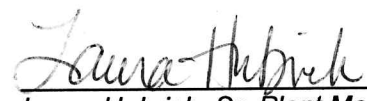
Below are definitions to help you understand and clarify a threat, assault or other act of workplace violence:

- Threat (broadly defined) – Statement or act that could reasonably be perceived as an intention to inflict harm or injury on another person or on another's property. Threats also include words or actions intended to intimidate another person or to interfere with the performance of his/her official duties (e.g., standing in front of a corridor with a menacing posture and not permitting another person access to load a Postal Service vehicle).
- Assault (broadly defined) – Willful attempt to inflict injury upon the person of another when coupled with an apparent ability to do so, or any display of force that would give the victim reason to fear or expect immediate bodily harm. Note: An assault may be committed without touching, striking or doing bodily harm to another person (e.g., throwing a brick at a person although the brick does not end up striking the person).

Violence is not limited to fatalities or physical injuries. Any intentional words or actions reasonably perceived as an attempt to provoke another, may escalate and result in injury if they are not immediately and appropriately addressed by management. Employees are required to report workplace violence to management immediately. Management is required to report workplace violence to Haidee Schouten, Manager, Human Resources, immediately.



Michael Mirides, District Manager



Laura Hubrich, Sr. Plant Manager