

SR. PLANT MANAGER
SALT LAKE CITY PROCESSING & DISTRIBUTION CENTER



January 24, 2013

SUBJECT: Workroom Floor Policy

MEMORANDUM FOR: Managers
Supervisors
Salt Lake City P&DC
Salt Lake City ASF

Effective with issuance of this letter, all supervisors are to hold stand-up talks in all pay locations and reinforce to all employees that the following will not be allowed on the workroom floor.

1. No Food.
2. No Drinks.
3. No lunch containers or other personal items such as backpacks and purses.

Additionally, employees are expected to wear their Postal ID badge readily visible.

These requirements are for the safety and security of our employees and the mail.

Thank you in advance for your cooperation.

A handwritten signature in cursive script that reads "Laura M. Hubrich".

Laura M. Hubrich
Sr. Plant Manager
Processing & Distribution Center
Salt Lake City, UT