

1-3-14 TA



ZERO TOLERANCE POLICY

Post Permanently

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Postal Service Employees have a right to perform their assigned duties in an atmosphere free of threats, assaults and acts of workplace violence. We are committed to ensure a safe working environment for all employees. Threats or assaults made directly or indirectly 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:

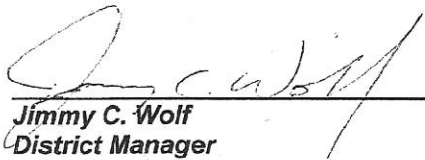
THERE WILL BE ZERO TOLERANCE OF THREATS OR ASSAULTS MADE DIRECTLY OR INDIRECTLY TOWARD, OR BY, ANY POSTAL EMPLOYEE OR CUSTOMER

This 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. Employees should report any unusual situation that has the potential to cause workplace violence. Threats of suicide are considered acts of violence. At the request of the employee who reports the incident, reports made to the Postal Inspection Service will be handled anonymously.

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

- **Threat (broadly defined)** – A statement or act that carries the intention to inflict harm or injury on any person or on his/her 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)** – Any 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 that does not actually strike the person).

Violence is not limited to fatalities or physical injuries. We recognize that any intentional words, acts or actions meant to provoke another can 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 all workplace violence incidents to the Manager of Human Resources immediately.

  
Jimmy C. Wolf  
District Manager

  
Laura Hubrich  
Sr Plant Manager