

February 6, 2016

HEADQUARTERS AND HEADQUARTERS FIELD UNIT EMPLOYEES

SUBJECT: Zero Tolerance Policy

This memorandum reaffirms the Postal Service's position on violence and inappropriate behavior in the workplace. Every Postal Service employee has a right to perform his or her assigned duties in an atmosphere free of threats and assaults. We are committed in the effort to ensure a safe working environment for all employees.

Threats or assaults made directly or indirectly toward any employee or postal customer, even in jest, will not be tolerated. This misconduct causes very real concern and apprehension on the part of employees and customers to whom this type of action is directed.

The Postal Service's Zero Tolerance Policy places all employees on notice that threats, assaults, or other acts of violence committed against other postal employees or customers means that each and every act or threat of violence, regardless of the initiator, elicits an immediate and firm response, which will result in corrective action, up to and including removal from the Postal Service. Employees should report any unusual situation that has the potential to cause workplace violence. Reports to the Inspection service, at the request of the employee who reports the incident, will be handled anonymously.

Our commitment is to provide a violence free workplace.

Report emergency situations to the Postal Police at 202-268-4566 and Postal Inspection Service at 877-876-2455 or call 911.



Jeffrey C. Williamson
Chief Human Resource Officer
and Executive Vice President



Guy J. Cottrell
Chief Postal Inspector