



January 2008

ALL WESTERN AREA EMPLOYEES

SUBJECT: Zero Tolerance for Threats, Assaults, or Other Acts of Violence

The Postal Service zero tolerance policy places all employees on notice that threats, assaults, or other acts of violence made directly or indirectly toward any Postal Service employee or customer, even in jest, will not be tolerated. Threats are no joke. Threats of physical violence will be taken seriously, and the threat will be dealt with immediately and effectively.

A threat can be direct or indirect, written, verbal or physical. Threats include statements such as "I'm going to punch your lights out," "I'll get you," or "This place could end up as another Columbine," or intentionally blocking a person's way so they cannot pass by.

Every employee deserves a safe work environment. This policy is the cornerstone of Western Area's commitment and resolve to providing a violence-free workplace. The concept of zero tolerance is based on the belief that no employee should have to work in an atmosphere of fear and intimidation that results when threats and inappropriate behavior remain unaddressed. We are committed to this effort. A Postal Service employee has a right to perform his or her assigned duties in an atmosphere free of threats, assaults, and other acts of workplace violence.

The term "zero tolerance" is used to set a standard of workplace behavior, not a system of discipline. Violation of this policy will result in disciplinary action, up to and including removal from the Postal Service, but it will be based on the nature and severity of the violation.

Any employee who may be the subject of, involved in, or witness to a threat, assault or act of violence is, by this policy, instructed to immediately report the incident to a manager or supervisor. Threats of suicide are included in this policy and must also be reported.


Sylvester Black