



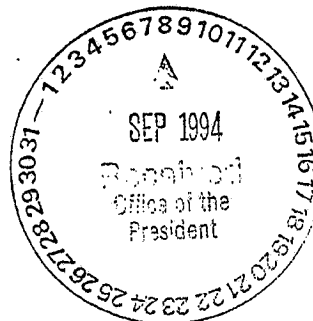
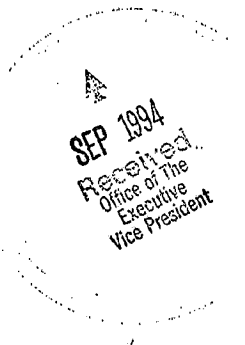
LABOR RELATIONS

UNITED STATES POSTAL SERVICE  
475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-4100

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PO30 683 120

September 2, 1994



Mr. Moe Biller  
President  
American Postal Workers  
Union, AFL-CIO  
1300 L Street, N.W.  
Washington, DC 20005-4128

Mr. Vincent R. Sombrotto  
President  
National Association of Letter  
Carriers, AFL-CIO  
100 Indiana Avenue, N.W.  
Washington, DC 20001-2197

Gentlemen:

As a matter of general interest, enclosed is a copy of the message from Postmaster General Marvin Runyon to be published in an upcoming Postal Bulletin. The message from Postmaster Runyon contains information concerning the U.S. Postal Service's position on sexual harassment in the workplace.

If there are any questions regarding the foregoing, please contact Randy M. Wilson of my staff at (202) 268-2479.

Sincerely,

Curtis Warren  
Acting Manager  
Contract Administration (APWU/NPMHU)  
Labor Relations

Enclosure

***Message From the Postmaster General***

Sexual Harassment is a subject many managers prefer not to talk about. It is so clearly a behavior that has absolutely no place in the work world that people are reluctant even to acknowledge its existence. Unfortunately, sexual harassment does exist in the workplace. If we are to eliminate the problem — and I am very committed to doing just that — the example must come from the top. Postal management must emphasize that, like any action that threatens our commitment to full equal employment opportunity, sexual harassment will not be tolerated in the Postal Service in any form. The penalty for engaging in sexual harassment is severe discipline, including discharge. I am counting on our postal leaders to demonstrate that sexual harassment is totally unacceptable in the Postal Service.

All employees must be made aware of the following:

**USPS POLICY ON SEXUAL HARASSMENT**

The United States Postal Service is committed to providing a work environment free of sexual harassment.

Sexual harassment, improper and unlawful conduct that undermines the employment relationship as well as employee morale, includes:

- Making or threatening to make employment decisions based on an employee's submission to or rejection of sexual advances or requests for sexual favors.
- Deliberate or repeated unsolicited remarks with a sexual connotation or physical contacts of a sexual nature that are unwelcome to the recipient.
- A sustained hostile and abusive work environment so severe that it changes the terms and conditions of one's employment.

The Postal Service will not tolerate the presence of sexual harassment in the workplace, and employees who are found to have engaged in sexual harassment should expect serious disciplinary action, including removal. Postal employees who believe that they are the victims of sexual harassment should immediately bring the situation to the attention of an impartial supervisor or manager. All managers and supervisors are charged with the responsibility for:

- Preventing sexual harassment in the work place.
- Taking immediate and appropriate action when a complaint of sexual harassment is brought to their attention.
- Conducting a prompt investigation of the alleged charge and instituting appropriate corrective measures whenever necessary.

Employees may also seek relief through any of the following:

- The Equal Employment Opportunity (EEO) complaint process.
- Grievance arbitration procedure for bargaining unit employees under the collective bargaining agreements.
- The grievance procedures for nonbargaining unit employees.

Any possibly criminal misconduct should be reported to the Postal Inspection Service.

**MARVIN RUNYON**  
*Postmaster General*



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Gentlemen:

As a matter of general interest, enclosed is a copy of Poster 21, to be published in an upcoming Postal Bulletin. The poster contains information concerning the U.S. Postal Service's position on sexual harassment in the workplace.

If there are any questions regarding the foregoing, please contact Randy M. Wilson of my staff at (202) 268-2479.

Sincerely,

Curtis Warren  
Acting Manager  
Contract Administration (APWU/NPMHU)  
Labor Relations

Enclosure

# THE USPS WILL NOT TOLERATE SEXUAL HARASSMENT IN THE WORKPLACE

**The United States Postal Service is committed to providing a work environment free of sexual harassment. Sexual harassment, improper and unlawful conduct that undermines the employment relationship as well as employee morale, includes:**

- Making or threatening to make employment decisions based on an employee's submission to or rejection of sexual advances or requests for sexual favors.
- Deliberate or repeated unsolicited remarks with a sexual connotation or physical contacts of a sexual nature that are unwelcome to the recipient.
- A sustained hostile and abusive work environment so severe that it changes the terms and conditions of one's employment.

**Employees who are found to have engaged in sexual harassment should expect serious disciplinary action, including removal.**

**All managers and supervisors:** are charged with the responsibility for preventing sexual harassment in the workplace and, if sexual harassment occurs, for taking *immediate and appropriate corrective action*.

Postal employees who believe that they are the victims of sexual harassment should bring the situation to the attention of impartial supervisors or managers.

In addition, postal employees may seek relief through the Equal Employment Opportunity (EEO) complaint process, grievance arbitration procedures for nonbargaining unit employees under the collective bargaining agreements, and the grievance procedures for nonbargaining employees.

Report any possible criminal conduct to the Postal Inspection Service.

