

DISTRICT MANAGER, CUSTOMER SERVICE & SALES
RIO GRANDE DISTRICT



February 3, 2020

All Employees of the Rio Grande District

Subject: **Threats and Violence in the Workplace**

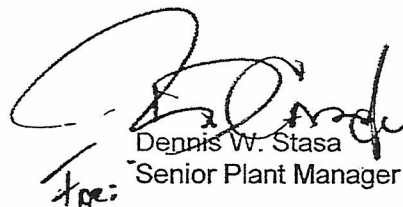
All postal employees have the right to perform their assigned duties in a safe and healthy environment, free of threats of physical harm or violence and physical assaults. We have the reasonable expectation that we can work in a location free from potential violence. Since we all have an interest in ensuring a safe working environment, each of us, management and craft, must accept the responsibility to show respect, dignity, and fairness to each other in our daily interactions at work.

Verbal and physical altercations, threats, and threatening behavior made directly or indirectly toward another employee or a customer, even in jest, will not be tolerated. Employees are hereby notified that threats or assaults against others may result in severe disciplinary action, up to and including removal from the Postal Service. References to the possession of a weapon, to one's ability to use a weapon, or to past postal tragedies and opinions that it 'could happen here' will be taken seriously and may result in disciplinary action. Any reference to the above subjects may be cause for the placement of an employee off duty pending the disposition of the matter.

Managers and supervisors should be especially cognizant when these circumstances exist and be sensitive and responsive to the potential for violence in their work units. Minor bickering among employees, agitated behavior, and outbursts of anger cannot be permitted to occur or to escalate. Managers and supervisors must take appropriate action when necessary to eliminate the possible cause(s) of violence in the workplace. Supervisors needing guidance should contact Labor Relations.

Any employee who is subjected to a threat or assault is hereby notified to **immediately** report the incident to his or her supervisor and the Inspection Service. If the threat or assault is committed by an employee's immediate supervisor, the employee is to **immediately** report the incident to the manager of the supervisor and the Inspection Service. The Inspection Service is to be contacted concerning any threatening situation which may lead to a violent act - **the toll free number is 877-876-2455**. All calls will be handled anonymously at the request of the caller.


Steven Hernandez
District Manager


Dennis W. Stasa
Senior Plant Manager