



January 14, 2011

MEMORANDUM FOR ALL EMPLOYEES

SUBJECT: **Altercation Policy**

All employees have a basic right to a safe and humane working environment. No one wants to think about working in an environment where there exists an attitude of fear that something violent might happen to them, or to someone else; nor do they want to work in an atmosphere where verbal threats or indirect or subtle derogatory implications are expressed.

Fighting and assaults by postal employees while on duty or on postal premises will not be tolerated. Loud arguments and abusive threatening language is unacceptable and such disruptive acts will not be condoned. Employees who engage in verbal or physical assaults with other employees place their jobs in serious jeopardy. Bullying, harassment, intimidation or threats will not be tolerated.

Employees who engage in activities which disrupt the workplace or may cause harm to other employees can expect to be disciplined up to and including removal.

A handwritten signature in cursive script, appearing to read "W. J. Herrmann".

William J. Herrmann  
Senior Plant Manager