



January 11, 2010

## ALL HAWKEYE DISTRICT EMPLOYEES

We reaffirm our commitment to the Postal Service's policy of "Zero Tolerance" for violence or threats of violence. We believe that every employee, bargaining unit and non-bargaining alike, is entitled to a safe and secure working environment.

To help achieve that goal, the following principles are intended to provide you with a workplace in which you can feel safe and secure.

- There will be no tolerance of violence.
- There will be no tolerance of threats of violence.
- There will be no tolerance of harassment, intimidation, threats, bullying, or abuse.
- Every employee must be treated with dignity and respect.

We will do all that we can to help people understand and comply with these requirements. However, those who do not comply will be dealt with appropriately, which may include discharge from the Postal Service.

Gail Duba  
District Manager

William J. Herrmann  
Senior Plant Manager

Vanessa Kellum  
NDC Manager