

Senior Plant Manager
Des Moines Processing and Distribution



January 14, 2011

MEMORANDUM TO: ALL EMPLOYEES
DES MOINES PROCESSING & DISTRIBUTION CENTER

SUBJECT: HORSEPLAY IN THE WORKPLACE

Horseplay of any kind will not be condoned and cannot be tolerated in the workplace. The Postal Service is responsible for maintaining a safe work environment, and horseplay could easily result in injuries to employees. In addition, all employees are required and expected to remain gainfully employed while at work. Horseplay of any kind is disruptive to postal operations and will not be tolerated.

Generally, horseplay is not considered to be a minor offense because it can and does lead to physical confrontations and violence. Therefore, employees who engage in horseplay can expect to be issued appropriate corrective disciplinary action at the first occurrence. Supervisors are expected to address every incident involving horseplay appropriately and swiftly.

A handwritten signature in black ink, appearing to read "William J. Herrmann".

William J. Herrmann
Senior Plant Manager