

DATE: March 9, 2020
TO: All Employees
FROM: Christopher L Alexander, District Manager
SUBJECT: Policy—Workplace Violence/Zero Tolerance

POST ON ALL EMPLOYEE BULLETIN BOARDS

Postmaster/Managers: Ensure that employees receive this as a mandatory stand-up talk. This talk can be used as a Daily Plan 5. No certification form is required for this specific talk; however, managers must document locally that the talk has been delivered.

This policy is not new, but is being reissued.

The Tennessee District is committed to providing a safe work environment for all our employees. There is Zero Tolerance for threats, assaults or other acts of violence in our workplace. Making our workplace safe and secure from all types of violence is the obligation and responsibility of all employees. Employees are expected to immediately report threats of physical harm or assaults to local management for investigation and action. Management is expected to act on all such reports as well as their own observations of such behaviors.

In addition to local management, all threats of physical harm and assaults are to be reported immediately to the Postal Inspection Service at 877 876-2455, 24 hours a day, and the Tennessee District Threat Assessment Team. The Team Leader for the Tennessee District Threat Assessment Team is the Manager of Human Resources who can be contacted at 615-885-9260, during office hours. During non-office hours and weekends, the POOM and/or Plant Manager needs to be notified. They will advise the Human Resources Manager.

Local management will conduct the investigation into the reported threat or assault. This investigation will include statements from the employee reporting the threat and all parties, including witnesses that may have observed or overheard the incident. This information will be provided to the Threat Assessment Team for review and consultation. The Threat Assessment Team, in conjunction with the Inspection Service and local management, will assess the immediate risk of potential violence from the individual(s) involved and will develop necessary risk abatement procedures to minimize the chance for subsequent aggressive actions.

Violence is not limited to fatalities or physical injuries. We recognize that any intentional words or actions which demean or provoke another can escalate and result in injury if not immediately and appropriately addressed. Threats, harassment, bullying, domestic violence, stalking, intimidation and other forms of behavior and physical violence may, if left unchecked, result in more serious violent behavior. Supervisors, managers and postmasters are responsible for recognizing and correcting violations of any of these behaviors. Supervisors, managers and postmasters should consult with Labor Relations, the Inspection Service and the Threat Assessment Team for guidance on any specific situation.

At all times, the primary effort will be to ensure the safety of all postal employees.

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