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POSTMASTER GENERAL, CEO



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Postal Service's Policy on Workplace Harassment

The United States Postal Service® (Postal Service™) is committed to providing a work environment free of harassment based upon race, color, religion, sex (including pregnancy, sexual orientation, and gender identity including transgender status), national origin, age (40 or over), mental or physical disability, genetic information, uniformed (military) service, or in reprisal for previous Equal Employment Opportunity (EEO) activity (an employee's or applicant's complaint about, or opposition to, discrimination or participation in any process or proceeding designed to remedy discrimination) or Uniformed Services Employment and Reemployment Rights Act (USERRA) activity. All employees are expected to treat coworkers with dignity and respect. Supervisors and managers will take prompt action to prevent, address, and remedy workplace conduct that is contrary to this policy. Violation of this Workplace Harassment policy may result in disciplinary action up to and including removal.

Prohibited Harassment

Harassment is unwelcome conduct that demeans or shows hostility or aversion toward an individual or group of individuals because of their race, color, religion, sex (including pregnancy, sexual orientation, and gender identity, including transgender status), national origin, age (40 or over), mental or physical disability, genetic information, political affiliation, marital status, status as a parent, and past, present, or future military service, or in reprisal for EEO or USERRA activity ("Prohibited Harassment"). Examples of harassing conduct may include, but are not limited to, making offensive or derogatory comments, or engaging in physically threatening, intimidating, or humiliating behavior. Such conduct is prohibited by Postal Service policy and may also violate federal antidiscrimination laws when it results in a tangible employment action or becomes so severe or pervasive that it creates a hostile work environment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other conduct of a sexual nature such as, but not limited to making or threatening to make employment decisions based on an employee's submission to, or rejection of, sexual advances or requests for sexual favors; deliberate or repeated unsolicited remarks with a sexual connotation or physical contact of a sexual nature that is unwelcome to the recipient; or behavior that creates a sustained hostile or abusive work environment so severe or pervasive that it unreasonably interferes with or changes the conditions of employment.

The Postal Service does not tolerate workplace harassment, and disciplinary action may result even if the conduct does not constitute Prohibited Harassment or harassment under the law.

Management Responsibility

All managers and supervisors are responsible for preventing harassing conduct and inappropriate behavior that could lead to Prohibited Harassment or illegal harassment and must respond promptly when they learn of any such conduct. Any manager or supervisor who receives a

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complaint or learns of harassing conduct or inappropriate behavior that could lead to Prohibited Harassment or illegal harassment must see that prompt and thorough action is taken. Harassing conduct must be corrected before it becomes severe or pervasive. Management must take action in accordance with Publication 552, *Manager's Guide to Understanding, Investigating, and Preventing Harassment*.

Employees' Rights and Responsibilities

Postal Service employees who believe that they are being subjected to harassing conduct or inappropriate behavior, or who have witnessed such conduct or behavior, should bring the situation to the attention of a supervisor, a manager, the manager of Labor Relations, or the manager of Human Resources. Refer to Publication 553, *Employee's Guide to Understanding, Preventing, and Reporting Harassment* for further information. The Postal Service will act to protect the confidentiality of complainants but cannot promise complete confidentiality.

Employment discrimination and retaliation for raising a claim of harassment (or discrimination), reporting inappropriate conduct, or providing evidence in an investigation are illegal and can result in disciplinary action up to removal. As a Postal Service employee, you are protected. Report discrimination or retaliation to a supervisor, manager, the manager of Labor Relations, the manager of Human Resources, or a Special Agent of the Office of Inspector General (OIG).

Employees may request pre-complaint counseling through the online Postal Service EEO efile application at <https://efile.usps.com> or in writing by providing their name, Social Security or employee identification number, address, and telephone number to: National EEO Investigative Services Office—EEO Contact Center, Post Office Box 21979, Tampa, FL 33622-1979. A USERRA complaint may be filed by contacting the Department of Labor, Veterans Employment and Training Service (DOL/VETS), or the Merit Systems Protection Board (MSPB). In addition, bargaining-unit employees may seek relief through the relevant grievance-arbitration procedures, and, if applicable, nonbargaining employees may use the grievance procedures described in Section 652.4, *Employee and Labor Relations Manual*. ELM 666.3, *Whistleblower Protection*, describes procedures for reporting allegations of reprisal for making whistleblower-protected disclosures as described in ELM 666.18 to the OIG.

Allegations involving any possible criminal misconduct should, at a minimum, be reported to law enforcement authorities as follows: any physical misconduct relating to workplace harassment (i.e., any physical assault, threat of a physical assault, or stalking) should be reported to local law enforcement and the United States Postal Inspection Service. In addition to seeking immediate medical attention, use of any electronic device computer or internet to transmit threatening or harassing communications, obscene or indecent images and materials, and any criminal conduct other than threats and assaults, should be reported to the OIG.



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