

December 22, 2005

ALL EMPLOYEES  
SAN FRANCISCO DISTRICT

SUBJECT: Conduct and Discipline

All employees must be aware that certain conduct is not permitted. Recently there have been numerous complaints from our customers regarding employees' behavior that brings discredit to the Postal Service.

All employees are expected to conduct themselves during and outside of working hours in a manner that reflects favorably upon the Postal Service. Employees must not engage in criminal, dishonest, notoriously disgraceful, immoral, or other conduct prejudicial to the Postal Service. Employees are expected to maintain harmonious working relationships and not do anything that would contribute to an unpleasant working environment.

Some examples of unacceptable conduct or behavior that brings discredit to the Postal Service are:

- Transport alcohol in a postal vehicle. It is illegal.
- Stating your personal opinions to the public regarding other postal employees or the postal service.
- Intimidating or bullying co-workers or customers; making derogatory or degrading comments to any customer.
- Negotiating the sale and/or distribution of illegal substances on Postal premises and/or while on duty.
- Sexual harassment.
- Lewd/inappropriate language and/or behavior — even if the intent is for laughter.
- Intoxication on duty or while in uniform.
- Providing information, including names and addresses of postal officials to the general public. The information that you can give to customers is the general customer service contact number for your office and your supervisor's name.
- Employees may not utilize and/or provide information that you have obtained from the mails such as names, addresses, and phone numbers of any mailers and/or recipients.
- Unauthorized use of government vehicles and telephones.

All employees acting in an official capacity must not directly or indirectly authorize, permit, or participate in any action, event, or course of conduct that subjects any person to discrimination, or results in any person being discriminated against, or that subjects any person to reprisal for prior EEO activity.

The information provided here is not a complete list of the Postal Service Standards of Conduct. For additional information, please refer to section 665 of the Employee and Labor

Relations Manual.

Winifred G. Groux  
District Manager (A)