

SAN FRANCISCO DISTRICT MANAGER



REISSUANCE

April 19, 2010

ALL MANAGERS/SUPERVISORS
SAN FRANCISCO DISTRICT

SUBJECT: English Speaking Policy

San Francisco District is very fortunate to have a multi-cultural workforce. Diversity and teamwork contribute greatly to our success.

As managers, we must recognize the right of our employees to converse with one another in various languages. This applies during breaks, lunches, or conversations of a personal nature. However, business communications between managers, supervisors and craft employees are to be conducted in English.

You are to ensure compliance with this policy. If you have any questions, contact Harriet White, Manager of Human Resources at 415-550-5543.

This policy supersedes all other policies that have been issued in the San Francisco District concerning our English speaking policy. Please relay this information to all employees in your installation, and post this policy in a prominent location on all employee bulletin boards.

A handwritten signature in black ink, appearing to read "Rosemarie Fernandez", written over a circular stamp or seal.

Rosemarie Fernandez