



September 5, 2007

POSTMASTERS, MANAGERS AND SUPERVISORS  
SAN FRANCISCO PERFORMANCE CLUSTER

SUBJECT: English Speaking Policy

The San Francisco Performance Cluster 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.

A handwritten signature in cursive script that reads "Winifred G. Groux".

Winifred G. Groux