



December 27, 2007

ALL EMPLOYEES  
SAN FRANCISCO DISTRICT

SUBJECT: Sexual Harassment

The Postal Service has always enforced its policy against sexual harassment. Despite our best efforts to create a workplace free of sexual harassment, some employees still act inappropriately. Such conduct is unacceptable and bad for business. It is up to each of us to create a workplace free of harassing and discriminating behaviors so that all employees are free to do their jobs to the best of their abilities

Individual perception makes defining sexual harassment difficult. What one person perceives as harassing behavior to another may seem as a harmless interaction among co-workers. Legal experts say the following behaviors, if unwelcome, may be construed as sexual harassment:

- Unwanted sexual looks such as staring, leering, or winking
- Unwanted sexual gestures including rubbing oneself, outlining a person's body parts with one's hands, throwing kisses, or licking lips
- Unwanted letters, calls, emails, or invitations
- Verbal comments or gossip about your or another's sex life or body
- Sexual oriented jokes, cartoons, calendars, or pictures
- Using terms such as "hunk," "doll," and "sweetheart"
- Unwanted deliberate touching of a person including hugging, fondling, or restricting his/her movement
- Requiring submission to a sexual advance as a basis for an employment decision or as a term or condition of employment
- Actual or threatened retaliation against a person who intends to complain of sexual harassment

If you think you are being sexually harassed, tell the person to stop it, and then report it immediately to your supervisor or a supervisor you trust. Action will be taken to resolve the situation.

With all of us focusing on stopping these inappropriate behaviors, I am confident that our goal of a workplace free from sexual harassment will be realized.

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

Winifred G. Groux

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