

January 4, 2008

POSTMASTERS/MANAGERS/SUPERVISORS  
SAN FRANCISCO DISTRICT

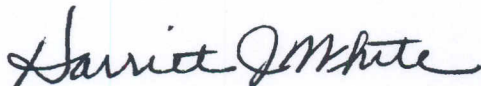
SUBJECT: Workplace Harassment Fact-Finding Policy and Procedures

A new standardized approach for responding to allegations of workplace harassment was set forth in a memorandum dated January 3, 2008 from Susan M. LaChance, Vice President Employee Development and Diversity and Doug A. Tulino, Vice President Labor Relations. The memorandum reiterated the following, "The Postal Service policy on Workplace Harassment, issued by the Postmaster General on September 28, 2006, states that any manager or supervisor who receives a complaint of harassment must take action to see that a prompt and thorough investigation is conducted."

The standardized process requires any supervisor or manager who receives an allegation of any type of workplace harassment to conduct an inquiry pursuant to Publication 552, Managers Guide to Understanding Sexual Harassment. The supervisor or person who conducted the investigation will consult with the Manager, Human Resources regarding the findings. The Manager, Human Resources will determine whether or not a Fact-Finding team is warranted based on the findings. The Manager, Human Resources will provide advice to the supervisor/manager in the unit on how to appropriately address the situation in instances that do not warrant a further investigation by a Fact-Finding team.

Publication 552, Managers Guide to Understanding Sexual Harassment provides the steps required in conducting an inquiry. The Publication also provides forms to be used in documenting the findings. You can access Publication 552 on the Postal "Blue" website. It is located in the Essential Links section under "References" then you click on the "Pub" tab.

The initial management inquiry must be conducted immediately after an allegation of workplace harassment has been brought to management's attention. There can be no delay in following up on the allegation. Please call me if you have any questions about this procedure.



Harriet J. White

cc: DLT

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