



United States
Postal Service

POLICY STATEMENT ON SEXUAL HARASSMENT

Sexual harassment is improper and unlawful conduct, which undermines the employment relationship as well as employee morale. The Postal Service will not tolerate its presence in the workplace, and employees who are found to have engaged in sexual harassment should expect serious disciplinary action, including removal.

Sexual harassment can take various forms, such as:

- Making or threatening to make employment decisions based on an employee's submission to or rejection of sexual advances or requests for sexual favors.
- Deliberate or repeated unsolicited remarks with a sexual connotation or physical contacts of a sexual nature which are unwelcome to the recipient.
- A sustained hostile and abusive work environment so severe that it changes the terms and conditions of one's employment.

Postal employees who believe that they are the victim of sexual harassment may seek relief through the EEO complaint process; grievance-arbitration procedures for bargaining unit employees under the collective bargaining agreements; and the grievance procedures for nonbargaining unit employees. Any possible criminal conduct should be reported to the Postal Inspection Service.

Employees who choose not to pursue a complaint through one of the above established procedures also may bring the situation to the attention of impartial supervisors or managers at the appropriate organizational level.

All managers and supervisors are charged with the responsibility for preventing sexual harassment in the workplace and, if sexual harassment occurs, for taking the immediate and appropriate corrective action.

Thomas C. Johnson
Field Division General Manager/Postmaster
Des Moines Division
Des Moines IA 50318-9998