

GREGORY G. GRAVES
VICE PRESIDENT, WESTERN AREA OPERATIONS



October 31, 2017

MEMORANDUM FOR ALL WESTERN AREA EMPLOYEES

SUBJECT: Integrity and Accurate Reporting

This memo is a reminder of your obligation to manage and work with integrity. It is an absolute requirement that every employee accurately report mail conditions, timekeeping information, barcode scans, and all other data entered into Postal Service databases. Do not share your password, and don't access a system with someone else's credentials.

Any employee that immediately comes forward and reports a violation of these requirements will not face consequences simply for doing so. However, every employee who engages in inaccurate reporting, falsification, or who knowingly provides misleading information will be subject to disciplinary action, including removal from the Postal Service.

As a reminder, every violation of ethics policy must be reported to the Office of Inspector General.

Requiring every employee to act with integrity and report accurately is critical to our business. When each of us is upfront, honest, and truthful we can identify problems faster and immediately find targeted solutions. This saves the Postal Service valuable time and resources.

Do not place your employment in jeopardy. Always tell the truth. Be accurate in what you report, and never place yourself in a position which compromises your integrity.

A handwritten signature in black ink, appearing to read "G. Graves".

Gregory G. Graves