

Mandatory Stand-Up Talk

January 2024

Workplace Violence Prevention



The Postal Service has a zero-tolerance policy toward workplace violence.

Zero tolerance means every act or threat of violence and any inappropriate behavior will be addressed. No employee should have to work in an atmosphere of fear and intimidation. Claiming that a remark was made in jest will not lessen the Postal Service's response.

If a threat or act of violence has occurred:

- Take every incident or threat of violence seriously and report it immediately to the Postal Inspection Service at **877-876-2455**.
- Report any other inappropriate workplace behaviors — such as uncontrolled anger, words or actions intended to intimidate or bully another person, or harassment — to your management officials. They will notify their threat assessment team as needed, and management will conduct an administrative investigation.

In situations where violence is imminent or actively occurring, call 9-1-1.

Here's what you can do on a personal level:

- Choose to behave in a way that promotes a positive work environment.
- Act in a professional manner, even when you are having a bad day.
- Remember the Employee Assistance Program (EAP) is a free benefit that is available 24 hours a day for all postal employees and their families. EAP provides assessment, referral, and short-term counseling face-to-face or by telephone, video, or text. Call **800-EAP-4YOU**, **(800-327-4968)**, TTY: **877-492-7341** or go to **www.EAP4YOU.com** for more information.

If you or someone you know has suicidal thoughts, actions, or displays other warning signs of suicide, do not ignore them. If the person is your co-worker, reach out and suggest they get help. Call EAP or 9-8-8 to discuss your concerns. 9-8-8 is the three-digit, nationwide phone number to connect directly to the National Suicide and Crisis Hotline.

You are our first line of defense against workplace violence. Thank you for helping to prevent workplace violence each and every day.

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