

GMF Stewards Office Protocol

All Stewards and Officers;

The Stewards Office is to be used by stewards and officers for union business.

The Stewards Office is to be used for the purpose of investigating, writing grievances, researching information for a grievance and any other business relative to the grievance process.

All union business for grievance processing is conducted on the clock.

The Stewards Office space belongs to the postal service, the Employer provided the union the space for grievance handling. It is the **responsibility of all the stewards and officers** to ensure the stewards office is used strictly for union business to handle/process grievances and to interview the aggrieved.

Only certified stewards and current officers should have access to the Stewards Office. Members should not be allowed to use the Stewards Office for fraternization.

Stewards must use union computers in accordance with APWU policies. Misuse of union computers for personal or non-union purposes such as watching videos, visiting unauthorized websites and downloading personal information is prohibited.

Stewards are expected to maintain professionalism and confidentiality when handling union data on the Unions computers.

APWU stewards are authorized to use union computers for grievance, contract, and member-related work, and they are expected to do so professionally and securely to fulfill their role as the union's frontline representatives.

Access to the Unions computers is essential for carrying out their role as effective representatives of the APWU.

Professionalism and Accountability

Stewards must uphold **high standards of conduct** — their demeanor, communication, and decision-making directly influence member trust in the union. The stewards' office supports stewards with resources and guidance to ensure they meet these expectations

Key Principles for Conduct

1. Professionalism and Respect

Stewards should treat each other with respect, recognizing that they are all part of a unified team. This includes avoiding personal conflicts, maintaining confidentiality, and respecting the authority and responsibilities of colleagues

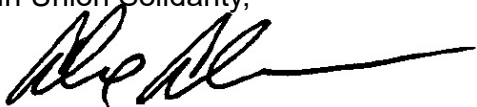
2. Role Modeling

Because stewards are the "face and voice" of the union, their behavior sets the tone for members. They should demonstrate fairness, consistency, and integrity in all interactions, both with members and with other stewards

3. Professional Boundaries: Maintain clear boundaries between personal and union duties, maintaining these boundaries of respect toward members and other Union officials alike.

In short, APWU stewards should conduct themselves as a cohesive, professional team—respectful, collaborative, and committed to upholding the union's mission and values. This not only strengthens the union's effectiveness but also reinforces members' trust in the stewardship role.

In Union Solidarity,



Alex Aleman, President
San Antonio Alamo Area Local #195