

The U.S. Office of Personnel Management provides this sample
antiviolence policy for all Federal agencies.

— Editor
Customer Service Newsletter
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MEMORANDUM FOR EMPLOYEES OF THE DEPARTMENT OF _____

FROM: DEPARTMENT OR AGENCY HEAD

SUBJECT: Workplace Violence

It is the [*insert Department or Agency name*] 's policy to promote a safe environment for its employees. The Department is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. While this kind of conduct is not pervasive at our agency, no agency is immune. Every agency will be affected by disruptive behavior at one time or another.

Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated; that is, all reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

We need your cooperation to implement this policy effectively and maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on agency premises, whether he or she is an agency employee or not, report it immediately to a supervisor or manager. Supervisors and managers who receive such reports should seek advice from the Employee Relations Office at xxx-xxxx regarding investigating the incident and initiating appropriate action. **[PLEASE NOTE: Threats or assaults that require immediate attention by security or police should be reported first to security at xxx-xxxx or to police at 911.]**

I will support all efforts made by supervisors and agency specialists in dealing with violent, threatening, harassing, intimidating or other disruptive behavior in our workplace and will monitor whether this policy is being implemented effectively. If you have any questions about this policy statement, please contact _____ at xxx-xxxx.