DEPARTMENT OF THE NAVY
COMMANDER
NAVY REGION HAWAII
850 TICONDEROGA ST STE 110
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18 Nov 11

WORKPLACE VIOLENCE POLICY STATEMENT

As Commander, Navy Region Hawaii, I am committed to providing a safe work environment for all employees. Violence will not be tolerated in the workplace. I support your right to a work environment free from violence, harassment, intimidation, and other disruptive behavior. It is the duty of every supervisor and employee to maintain this policy and to promptly report incidents of workplace violence. All reports of incidents will be taken seriously and dealt with appropriately. A senior manager will be designated to follow-up all allegations to investigate, document, and provide appropriate action. Supervisors must ensure that no reprisals are taken against employees who report incidents.

Workplace violence is any physical assault, threatening behavior, or verbal abuse occurring in the work setting. It may take the form of physical violence, threats, harassment, intimidation, and other disruptive behavior, such as 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 actions, criminal penalties, or both. Anyone who witnesses or experiences such behavior by anyone on base should report it immediately to a supervisor or your chain of command.

- Threats of assaults committed on-base that require immediate attention should be reported to Base Police by calling 911 from a base phone. When calling 911 from a cell phone, ask the operator to route you to the appropriate Base Police.

- Serious violation of federal or state laws will be referred to Naval Criminal Investigative Services (NCIS) at 474-1218.

- Civilians requiring employee counseling may be referred to the Civilian Employee Assistance Program at 474-1999 extensions 6204 or 6206.

It is imperative that everyone follows this policy. Let us all commit to a violence-free workplace where people are treated with respect and we can fully utilize our energies to focus on our mission.

F. L. PONDS