

**NAVAL SUPPORT ACTIVITY  
VIOLENCE IN THE WORKPLACE  
POLICY STATEMENT**



We need only pick up the newspaper to see that violence in the workplace is an extremely serious problem. Workplace violence frequently involves someone known to the victim as a co-worker or former employee, customer or personal acquaintance.

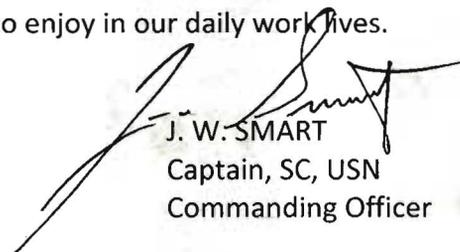
While management has the primary responsibility for ensuring that we work in a safe and secure environment, everyone must take an active role in the prevention of violent behavior on the job. Violence, threats, harassment, intimidation, and other disruptive behavior will not be tolerated. All reports or incidents will be taken seriously and dealt with appropriately.

I expect every employee to report even the slightest indication of threatening or violent behavior in the workplace to management. We should not wait until threatening or violent behavior becomes overt; even the perception of or the potential for threatening or violent behavior must be reported for this policy to have its intended effect. In response, management will immediately assess the validity and seriousness of the threatening or violent behavior and take appropriate corrective action, if warranted. Be assured the Command will take all necessary additional steps to ensure that the threatening or violent behavior ends and that all of our employees feel safe and secure in the workplace.

I also expect every employee to take responsibility for their actions. If you are struggling with personal or professional problems, I urge you to take advantage of the confidential help provided by the Civilian Employee Assistance Program at (800) 869-0276.

Emergency reports of threatening or violent behavior should be made immediately to the emergency telephone number, 911. Non-emergency reports of threatening or violent behavior (not immediately threatening conditions) should be made to management.

We will face many challenges in the future as the result of changes arising from transformation of the Military Services and the Department of Defense. It will be a stressful time for all of us. We cannot, however, allow these uncertainties to undermine the safety and security that we and our co-workers are entitled to enjoy in our daily work lives.

  
J. W. SMART  
Captain, SC, USN  
Commanding Officer