

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



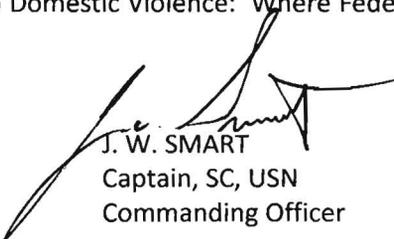
Federal employees are not immune to domestic violence. The effects of domestic violence can show up at work in the form of reduced work productivity, absenteeism, and increased risk to the victim and co-workers. Tragically, one out of every four American women reports that she has been physically abused by a husband or boyfriend at some time in her life.

As a supervisor, it is no longer acceptable to say "That is a personal problem" or "There is nothing I can do." Therefore, it is the purpose of this policy to educate management and employees with information that is helpful and proactive.

I would first like to say to anyone involved in an abusive relationship, please remember, you are not alone. You are not to blame. Confidential help is available from the Civilian Employee Assistance Program (CEAP) at (800) 869-0276 and from the National Domestic Violence Hotline at (800) 799-7233 or (800) 787-3224 (TDD) for the hearing impaired. I would also ask the employee to consider discussing the situation with a trusted co-worker or supervisor and to inform the Command Investigations Office at extension 3391 if you fear for your safety in the workplace, or you want to ensure a Protection from Abuse Order is enforced on the installation.

Supervisors should be aware of possible signs of domestic violence. These signs include: changes in behavior and work performance; lack of concentration; increased absences; harassing or frequent calls in the workplace; and bruises or injuries that are unexplained. Knowing what to say to an employee and how to say it in a way that is respectful of the employee's privacy is considered one of the most challenging aspects of domestic violence as a workplace issue. Don't be afraid to approach the employee in a non-threatening way by focusing on the employee's behavior at work. It is always appropriate for a supervisor to show concern for an employee who seems seriously distressed, and to support the employee in getting professional help. If an employee has confided in you, but is still resistant to letting anyone else at work know; you must respect their need for confidentiality. You may refer the employee to CEAP or the National Domestic Violence Hotline. Most important, do not ignore the situation.

I urge all supervisors and employees to review the information provided in the U.S. Office of Personnel Management publication "Responding to Domestic Violence: Where Federal Employees Can Find Help" at [www.opm.gov](http://www.opm.gov).

  
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