

GP-1250

May 5, 2006

GP Policy Memorandum SAF - 01

MEMORANDUM

To: All Great Plains Region Employees

From: Michael J. Ryan /s/ Michael J. Ryan
Regional Director

Subject: Workplace Violence Prevention Policy

Policy:

It is the policy of the Great Plains Region to promote a safe environment for its employees. Bureau of Reclamation is committed to working with its employees to maintain a work environment free from violence (real or implied), threats of violence, harassment, intimidation, and other disruptive behavior. While this kind of conduct is not pervasive in our offices, no agency is immune. Every agency will be affected by disruptive behavior at one time or another.

Acts of violence, of any kind, will not be tolerated. This includes oral or written threats, veiled threats, threatening gestures, harassment, intimidation, other disruptive behavior, and expressions that communicate a direct or indirect threat of physical harm. All reports of incidents will be taken seriously and will be dealt with appropriately. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

We need every employee's cooperation to maintain this policy effectively. 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 Human Resources Office at 406-247-7728 or helpline at 406-247-7700 regarding investigating the incident and initiating appropriate action. **(PLEASE NOTE: Overt threats or assaults should be reported immediately to security or police.)**

All efforts to quickly address violent, threatening, harassing, intimidating or other disruptive behavior in our workplace will receive the highest level of support from our supervisors, managers, and agency specialist. Questions about this policy statement should be directed to the Employee Relations staff at the number listed above.

Effective Date: This GP Policy Memorandum supersedes Regional Policy Directive SAF-7, dated March 17, 1997, and is effective upon issuance.

