

Date 04/04/11



Environmental Management Consolidated Business Center (EMCBC)

Subject: Workplace Violence Prevention Program Description

PROGRAM DESCRIPTION

APPROVED: (Signature on File)

EMCBC Director

ISSUED BY: Office of Logistics Management

1.0 PURPOSE

The Environmental Management Consolidated Business Center (EMCBC) is committed to promoting a safe work environment for all of its employees, on-site contractors, and visitors. A safe work environment includes freedom from not only safety hazards, but also freedom from violence initiated by individuals in the workplace.

Violence in the workplace has become a more common occurrence in recent years. It affects our American society as a whole and impacts government agencies and the private sector alike. Employees victimized by workplace violence can experience injuries, anxiety, depression, anger at other employees or management, poor work performance, absenteeism, and post traumatic stress disorders. They may even feel the need to request transfers and/or to resign. Effects on the agency can include low morale, low productivity, associated disability and/or workers' compensation, litigation, and adverse publicity. In addition, the economic costs associated with workplace violence can be quite substantial.

Workplace violence can cripple an office. It damages the delicate sense of trust and security for all employees. In addition, the EMCBC recognizes that domestic violence may be a workplace issue. While it may be identified as "domestic," interpersonal violence between spouses or partners can be a very dangerous type of violence, and it can spill over into any workplace, including ours. Domestic violence not only can compromise the safety of employees, but it can also affect the mission of the office by directly affecting morale and productivity as well as increase absenteeism.

This program description is designed to assist you with recognizing and dealing with the complex challenges of workplace violence, and is to be used in conjunction with the EMCBC's Workplace Violence Prevention Policy. It addresses the awareness and reporting procedures pertaining to workplace violence.

2.0 SCOPE

This program description addresses workplace violence awareness and reporting. The program is established in an effort to help prevent workplace violence and is intended for the EMCBC and any Service Level Agreement sites that choose to adopt it. It identifies individual employee reporting responsibilities pertinent to all EMCBC employees and support service contractor personnel, regardless of where they are assigned.

3.0 APPLICABILITY

This program applies to all EMCBC employees working at the EMCBC Chiquita Center facility and EMCBC employees who physically work at an alternate location, but are supervised by an EMCBC employee and serviced by the EMCBC's Office of Human Resources (OHR). This program also applies to the employees at EMCBC Service Level Agreement sites that choose to adopt it. For the purpose of reporting an incident, this program also applies to visitors to, and support services contractors employed at an EMCBC facility.

4.0 REQUIREMENTS & REFERENCES

4.1 Requirements:

- 4.1.1 Title 29 United States Code (USC), Section 654, Duties of Employers and Employees
- 4.1.2 Title 29, Code of Federal Regulations (CFR), Part 1960.1(a), "Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters"
- 4.1.3 Title 29, Code of Federal Regulations (CFR). Part 1614, "Federal Sector Equal Employment Opportunity" (EEO)
- 4.1.4 DOE O 440.1B, Worker Protection Management for DOE (Including National Nuclear Security Administration) Federal Employees
- 4.1.5 DOE O 3750.1, Work Force Discipline
- 4.1.6 Title 5, CFR, Part 752, Adverse Actions

4.2 References:

- 4.2.1 EMCBC Policy Statement, PS-440-02, Rev. 2.1, Workplace Violence Prevention Policy
- 4.2.2 EMCBC Policy Statement, PS-311-02, Rev. 1, Policy Against Sexual Harassment and Other Forms of Unlawful Harassment
- 4.2.3 EMCBC PL-470-02, Rev 3, Chiquita Center Facility Security Plan
- 4.2.4. EMCBC PL-471-01, Rev 4, Continuity of Operations Plan
- 4.2.5 EMCBC PL-472-01, Rev 2, EMCBC Occupant Emergency Plan
- 4.2.6 Office of Personnel Management's "Dealing with Workplace Violence: A Guide for Agency Planners"
- 4.2.7 EMCBC Program Description, PD-311-05, Rev. 2, Employee Concerns Program

4.2.8 Policy Statement on Harassing Conduct and Retaliation in the Workplace dated June 9, 2010

5.0 DEFINITIONS

Alternative Dispute Resolution (ADR): A variety of processes used to resolve disputes through the use of a neutral third party in an attempt to avoid judicial or administrative litigation. Forms of alternative dispute resolution include conciliation, facilitation, mediation, partnering, ombudsmanship, neutral evaluation, nonbinding arbitration, binding arbitration, and mini-trial.

Continuity Emergency Management Team: The EMCBC management team that assembles to command and manage an event or incident that warrants activation of the EMCBC Continuity of Operations Plan.

Disciplinary Action: Disciplinary action may include, but is not limited to: reprimand, alternative discipline, suspension, reduction-in-grade, or removal from Federal service. Determination of the appropriate disciplinary action will be made on a case-by-case basis in accordance with DOE Order 3750.1 "Work Force Discipline."

Domestic Violence: a pattern of behavior in one intimate partner who uses physical violence, coercion, threats, intimidation, isolation and emotional, sexual or economic abuse to control the other partner in a relationship. This includes any behaviors that manipulate, humiliate, frighten, harass, terrorize, blame, hurt, injure, or wound someone.

Employee Assistance Program (EAP): The EAP is a professional service that offers problem solving, coaching, training, information, consultation, counseling, resource identification, and support to all employees. The EAP staff consists of professional counselors who are available to discuss problems that can adversely affect job performance, conduct, and reliability. The EAP is completely confidential in accordance with the state and federal laws, policies, and the professional ethics of the EAP professionals.

Employee Concern Program (ECP): The DOE has established the ECP to 1) receive, evaluate, refer, investigate and respond to Federal and contractor employee concerns at the EMCBC and serviced sites; 2) perform oversight of the operating contractor ECPs and; 3) protect DOE and the operating contractor employees against reprisals for reporting concerns. The ECP is one of many resources available to supervisors, managers and employees in the event of a workplace violence incident.

Harassment: Any unwelcome verbal, written, or physical conduct that either denigrates or shows hostility or aversion toward a person on the basis of race, color, national origin, religion, sex, sexual orientation, disability, or age that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an employee's work performance; and/or (3) affects an employee's employment opportunities or compensation.

Protected Activity: Activities such as raising concerns or otherwise making disclosures, protected under law, regulations, or legal precedent of information related to the Department of Energy (DOE) operations, which the individual reasonably and in good faith believes is evidence of unsafe, unlawful, fraudulent, or wasteful practices.

Retaliation: a form of discrimination where an employee is subjected to an adverse employment action or harassment that creates a hostile or abusive work environment, solely because he or she opposed an unlawful employment practice.

Workplace Violence: Any physical assault, threatening behavior or verbal abuse occurring in the work setting. A workplace may be any location either permanent or temporary where an employee performs any work-related duty. This may include, but is not limited to, threats of violence and/or actual acts of physical violence, harassment of any nature, intimidation, bullying, and other disruptive behavior by a coworker, supervisor, manager, client, family member, visitor, or stranger.

6.0 RESPONSIBILITIES

6.1 Employees: Employees have the right to expect a work environment free from violence, threats, and harassment.

- Persons who are subject to, witness or suspect an incidence of workplace violence are expected to report the event to their supervisor. If the event involves your first line supervisor then the expectation is that an employee would report the incident to the next higher level of supervision. CAUTION: In critically urgent situations, (i.e. a weapon has been observed) there is an individual responsibility to call 911.
- Have a responsibility to read, understand and comply with applicable EMCBC Policies, Plans and Procedures identified in Section 4.2 of this Program Description.

6.2 Director, EMCBC: Supports efforts made by supervisors, managers, and agency specialists with appropriate Subject Matter Expertise (SMEs) in responding to and recovering from violent or harassing behavior in the workplace.

- Provides the final approval authority for the Workplace Violence Prevention Policy and Program Description.
- In the event of a workplace violence incident, implement response and recovery actions in accordance with the applicable EMCBC policies, plans and procedures identified in Section 4.2 of this Program Description. The EMCBC will utilize an ad hoc team of individuals in multiple disciplines to provide support, advice and assistance to supervisors and management in addressing an incident of workplace violence. This may include agency specialists from human resources, logistics, legal services or outside resources like EAP or ADR.

6.3 Supervisors/Managers: Supervisors and managers have an obligation to deal with inappropriate behavior by their employees and customers, to provide employees with information and knowledge concerning workplace violence, and to put effective prevention, response and recovery measures in place.

In addition to knowing and acting in concert with the Workplace Violence Prevention Policy and Program Description, supervisors and managers should promote behaviors that minimize conflicts in the workplace. Supervisors shall also:

- Take all threats seriously and respond to potential threats and escalating situations by utilizing the resources described in this Program Description.

The supervisor, in consultation first with the Office of Human Resources (OHR) Employee Relations Team and management will make the determination to request additional resources.

- To the extent possible, maintain the confidentiality of all parties involved in reported incidents, restricting information to only those with a need to know. Respect an employee's right to privacy during the incident assessment.
- Seek advice and support from OHR when initiating action in response to an incident. Assess the situation regarding reported incidents, or request such an assessment by the appropriate party (i.e. ADR, law enforcement etc.).
- Following the receipt of a complaint, monitor the situation to ensure cessation of unacceptable behavior(s), and preclude any retaliation.
- Provide timely and appropriate response to reported incidents of actual or potential violence or threats.
- Cooperate fully with those investigating workplace violence complaints, including law enforcement authorities.
- Take prompt disciplinary action, as appropriate, after consultation with OHR and the Office of Legal Services (OLS), if applicable.

6.4 The Office of Human Resources: OHR has a particularly vital role in the implementation of this program as they work across EMCBC organizational lines and with Supervisors and Managers to help prevent, respond to and recover from workplace violence incidents.

- OHR will provide guidance and assistance on workforce discipline issues, including such matters as incident assessment by supervisors, and other related functional support.
- Provide assistance to victim(s) and/or relatives following an incident, as appropriate (i.e., insurance benefits, workers compensation claims, EAP assistance etc.).
- Request the EAP to provide critical incident stress debriefings for employees involved in workplace violence incidents.
- Coordinate with the Office of Logistics Management (OLM) to provide training on workplace violence awareness to EMCBC employees and to provide awareness and prevention training to supervisors.

6.5 The Office of Civil Rights and Diversity (OCD): OCD will provide assistance and guidance pertaining to relevant areas in support of workplace violence response and recovery.

- If applicable, provide assistance and guidance through implementation of the Employee Concerns Program. For example, if an employee has reported a concern of retaliation pertaining to a workplace violence incident through the ECP, OCD will implement the ECP Protocols.

- Provide a SME versed in Equal Employment Opportunity (EEO) and Diversity procedures as they may relate to a workplace violence incident. This may include processing complaints of discrimination under the EEO Program
- Provide information, guidance, and advice to supervisors, managers and employees regarding employee protection from retaliation.
- Support the mobilization and implementation of Alternative Dispute Resolution resources as applied to EEO and Diversity issues related to Workplace Violence incidences.
- Provide information, guidance, and advice to supervisors, managers and employees on diversity and the discrimination complaint process as necessary in support of resolution of a workplace violence incident.

6.6 The Office of Legal Services: OLS will provide subject matter expertise to supervisors, managers, and other EMCBC functional organizations when appropriate and necessary as it pertains to legal matters and Alternative Dispute Resolution.

- Keep EMCBC personnel aware of legal issues that affect obligations and potential liability as they pertain to providing a safe workplace.
- Assist with the coordination of Alternative Dispute Resolution and Mediation, when necessary and appropriate.
- Provide a SME versed in employment law as it relates to workplace violence.

6.7 The Office of Logistics Management: OLM will provide subject matter expertise in the fields of Security, Emergency Management, and Safety and provides a lead role with the maintenance of the Workplace Violence Prevention Policy and related documents.

- Initiate the review and revision process for the EMCBC Workplace Violence Prevention Policy and related documents.
- Provide SME versed in emergency management, personnel and physical security to provide knowledge and guidance in reference to implementing applicable plans in response to workplace violence incidents.
- Plan and conduct appropriate training drills in emergency management, personnel and physical security to provide knowledge and guidance in implementing applicable plans in response to workplace violence incidents.
- Follow up with appropriate incident reporting and other security and emergency actions, as determined by DOE and EMCBC programs and plans. This may include reporting in accordance with DOE O 231.1A, Environment, Safety, and Health Reporting, DOE Manual 470.4-1, Change 2, Safeguards and Security Program Planning and Management and DOE O 151.1C, Comprehensive Emergency Management System.

NOTE In the event of an incident of workplace violence, all EMCBC organizational elements and select SME(s) may support and assist in the post-incident response and recovery as appropriate per the applicable EMCBC plan referenced in Section 4.2.

7.0 GENERAL INFORMATION

7.1 IDENTIFICATION OF WORKPLACE VIOLENCE

When it comes to workplace violence, people commonly think of assault and battery. While these are both significant types of workplace violence, the actual occurrence of each is relatively low in comparison to more common types of workplace violence, such as harassment, intimidation and bullying. (See Table 1 for a list of possible types of workplace violence.)

| Types of Workplace Violence | | |
|-----------------------------|---------------------|-------------------------------|
| Violent Outbursts | Physical Assaults | Threats to Use Deadly Weapons |
| Verbal Abuse | Threats | Brandishing a Weapon |
| Bullying | Stalking of Victims | Homicide |
| Property Damage | Harassment | Rape |
| Intimidation | Sexual Assault | Attempted Homicide |
| | Attempted Murder | Suicide |

Table 1

A number of different actions in the work environment can trigger or cause workplace violence. It may even be the result of non-work-related situations such as domestic violence or “road rage.” Workplace violence can be inflicted by an abusive employee, a manager, supervisor, co-worker, customer, visitor, family member, or even a stranger. Whatever the cause or whoever the perpetrator, workplace violence is not to be accepted or ignored.

Note: While none of these indicators should be ignored, remember that human behavior is unpredictable. There is no profile of someone who will commit violent acts. The signs in Table 2 below are examples of indicators that a greater potential exists for violent behavior, but doesn’t necessarily mean that violence will occur.

| Potential Workplace Violence Indicators |
|---|
| Numerous conflicts with supervisors and other employees |
| Bringing a weapon to the workplace, brandishing a weapon in the workplace, making inappropriate references to guns, or fascination with weapons |
| Statements showing fascination with incidents of workplace violence, statements indicating approval of use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides |
| Statements indicating desperation (over family, financial, and other personal problems) to the point of contemplating suicide |
| Drug/Alcohol abuse |
| Extreme changes in behaviors |

Table 2

7.2 CONCEPT OF OPERATIONS

The EMCBC will offer support and referrals for assistance to those employees who report an incident of workplace violence. The EMCBC will also provide support and assistance to supervisors to whom disclosures are made. Every effort will be made to resolve the incident at the lowest level of management as appropriate.

Workplace Violence Response Continuum

| | | | |
|---|--|---|--|
| Violent Outburst Inappropriate Email | Threats Property Damage Threat involving weapon | Harassment Intimidation Physical Assault Bullying | Suicide Attempted Murder Homicide |
| Supervisor adjudicates at his/her discretion | Supervisor adjudicates with support of HR | Supervisor adjudicates with support of HR, OLS, OCRD | Supervisor & Management respond & recover using all resources |
| EMCBC Management Advised | EMCBC Management Advised | EMCBC Management Advised & Involved in Decision Making | EMCBC Management Advised & Involved in Decision Making |

Example Only – Any incident will be responded to and adjudicated on it’s own merit/severity

It is up to each employee to work together to make the EMCBC a safe workplace. The expectation is that each employee will treat all other employees, as well as customers and potential customers and visitors, with dignity and respect. It is critical for supervisors and management to demonstrate that they care about employees’ safety and to provide as safe a working environment as possible by having preventive measures in place and, if necessary, by dealing immediately with threatening or potentially violent situations which occur.

No matter how effective an agency’s policies and plans are in detecting and preventing incidents, there are no guarantees against workplace violence. Even the most responsive employers face this issue. When a violent incident does occur, it is essential that the response be timely, appropriate to the situation, and carried out with the recognition that employees are traumatized and that the incident’s aftermath has just begun. For this reason, the EMCBC has in place additional plans and procedures as noted in Section 4.2 to respond to and recover from acts of workplace violence.

7.3 PREVENTION & MITIGATION

There is no sure way to predict human behavior, and while there may be warning signs, there is no specific profile of a potentially dangerous individual. The prevention comes from identifying problems early and dealing with them. Consequently, any suspected or reported incident must be taken very seriously and the circumstances assessed. Taking preventative actions is the best way to preclude a workplace violence incident. Prevention can be accomplished through education, training, and recognition of indicators of potentially violent behavior.

7.4 REPORTING WORKPLACE VIOLENCE

CAUTION - Employees should not attempt to intervene if an event occurs that is immediately dangerous to life or health (for example, a weapon has been observed). If a weapon is observed, employees should leave the vicinity and notify 911 and a supervisor.

For all other incidents, the EMCBC expectation is that the supervisor be notified of the incident in as timely a manner as possible. The intent of the EMCBC is to ensure that any response to a report of workplace violence is done at the lowest level of supervision possible.

All EMCBC employees are encouraged to be alert to the possibility of violence on the part of employees, former employees, contractors, or visitors to the EMCBC. Employees shall place safety as their highest concern. Individuals who suspect, witness, or experience inappropriate or disruptive behavior, by anyone on agency premises, regardless of who the individual is, are expected to report it to a supervisor. To the extent possible, all reports of violence will be handled in a confidential manner by supervisors, with information disseminated only on a need-to-know basis based on the incident. Management shall be sensitive and responsive to the reporting employee's fear of retaliation.

It is important to note that no two situations are identical. Overall, each situation should be evaluated on the merits of its individual conditions by the supervisor in order to determine what level of response and course of action are appropriate.

It is very important to respond appropriately, i.e., not to overreact, but also not to ignore a situation. Sometimes that may be difficult to determine. Managers should discuss the situation with subject matter experts to get help in determining how best to handle the situation. Subject matter experts with function specific competencies are available with the Office of Logistics Management, the Office of Human Resources, the Office of Legal Services and the Office of Civil Rights and Diversity.

7.5 DOMESTIC VIOLENCE AND THE WORKPLACE

Many employers are reluctant to become involved in their employee's personal affairs, because they view this as a matter of separation between work and the employee's personal life. However, the effects of domestic violence can display themselves at work in a variety of forms, including but not limited to reduced work productivity, absenteeism, increased medical expenses, and increased risk of violence at the workplace.

In addition to becoming aware of the tools and assistance available in the Federal workplace, there are a number of ways that the EMCBC can provide support and help to empower an employee. Assisting with a domestic violence situation within the workplace can be very challenging, so it is important to understand how to recognize the possible signs of domestic violence, how to broach the topic of violence if violence is suspected, and where to refer an employee for the right type of support and assistance.

The Federal workplace offers tools for protecting the safety of an employee who is being abused and for supporting him or her as they go about rebuilding their life. There are some very important and useful tools and resources that are available to every federal employee through the federal personnel system, but that are specifically useful to an individual who is facing an abusive situation.

For example, a person experiencing domestic violence may be afforded the opportunity to have his or her working hours or reporting location adjusted in order to offer safety and support. In addition, there are several types of leave options that may be available to an employee in times of need for various reasons; from annual leave to sick leave, or even, if

necessary, use of the Family and Medical Leave Act. Any employee can play an important role by making sure that employees know about, and recognize how to access these tools.

While the employee must ultimately decide whom in the workplace he or she wants to turn to and what kinds of protections he or she needs, any employee can serve to provide support, while directing the employee to appropriate EMCBC or external resources, which will best serve the employee’s needs.

NOTE In the workplace, any employee who desires to discuss domestic violence issues is encouraged to speak with whomever they are most comfortable. However, if an incident of imminent danger is recognized, i.e. an employee confides a spouse has threatened to come to work with a gun, the expectation is that this will be reported to a supervisor.

Typically, there are certain patterns of behavior that are indicative of an individual being victimized. (See Table 3 for some Possible Indications of Victimization)

| Possible Indications of Victimization* |
|--|
| Tardiness or unexplained absences |
| Frequent (and often unplanned) use of leave time |
| Anxiety/Lack of concentration |
| Change in job performance |
| A tendency to remain isolated from coworkers or reluctance to participate in social events |
| Discomfort when communicating with others |
| Disruptive phone calls, emails or text messages |
| Sudden or unexplained requests to be moved from public location in the workplace, such as reception areas |
| Frequent financial problems indicating a lack of access to money |
| Unexplained bruises or injuries |
| Noticeable changes in use of makeup (to cover up injuries) |
| Inappropriate clothes (e.g. sunglasses worn inside building, turtleneck worn in summer) |
| Disruptive visits from current or former intimate partner |
| Sudden changes of address or reluctance to divulge where he/she is living |
| Acting uncharacteristically moody, depressed, or distracted |
| While in the process of ending an intimate relationship, the breakup seems to cause the employee undue anxiety |
| Court appearances |
| Being the victim of vandalism or threats |

Table 3

**Source: American Bar Association Commission on Domestic Violence: A Guide for Employees: Domestic Violence in the Workplace (Washington, D.C.: 1999, p. 16).*

The Office of Personnel Management (OPM) provides the following advice and guidance specifically to supervisors on how to deal with suspected domestic violence:

According to the Family Violence Prevention Fund, knowing what to say to an employee and how to say it in a way that is respectful of his or her privacy is considered one of the most challenging aspects of domestic violence as a workplace issue. Do not 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.

You should not try, however, to diagnose the employee's problem; do not presume that the employee is being abused. And make it clear that it is his or her choice whether or not to confide in you.

The Family Violence Prevention Fund suggests the following steps for approaching the topic with an employee you suspect is being abused:

- Let the employee know what you have observed – “I noticed the bruises you had last week and you look upset and worried today.”
- Express concern that the employee might be abused – “I thought it was possible that you were being hurt by someone and I am concerned about you.”
- Make a statement of support – “No one deserves to be hit by someone else.”
- If the employee chooses not to disclose, no further questions or speculations should be made. A referral for assistance should be given at the end of the conversation

If the employee discloses that she or he is experiencing a problem with domestic violence, resist any temptation to direct the employee's safety; the individual is the best judge about what will keep her or him safe and there are risks on the path to safety. Make a referral to the EAP and explain to the individual that this is a confidential resource for assistance. The EAP is able to intervene in ways you cannot and should not. Their early intervention can have a significant impact on getting the right kind of assistance in place. Let the employee know that you will keep what she or he has disclosed confidential, but in the case of a clear threat to the workplace, you, and anyone else who knows, are obligated to seek help.

Except when a situation represents an imminent danger to the workplace, if the employee has confided in you, but is still resistant to letting anyone else at work know, including the EAP, you can refer him or her to the National Domestic Violence Hotline (1-800-799- SAFE (7233) OR TTY 1-800-787-3224).

Most importantly, **do not ignore the situation**. If workplace intervention is appropriate, either at the employee's request or to respond to a threat to the workplace, early intervention can provide advantages. In many cases, early intervention can prevent an incident of violence that could devastate the entire workplace. Work may be the only resource an employee has left, particularly if the abuser has succeeded in cutting off other sources of support. If you are an immediate supervisor, your role can be especially important because you are in a position to initiate supportive actions on the part of the organization, if this is what the individual wants. The spirit and tone of your words and actions can make a big difference to the employee. Even if you feel confident about how you would handle a situation, consider consulting with EAP for guidance about your role and about how you can communicate your support.

7.6 EMCBC RESPONSE AND RECOVERY RESOURCES

The EMCBC has several policies, plans and processes in place to address different security, emergency management and administrative situations that may be implemented by workplace violence situations. The policies, plans, and processes include but may not be limited to:

Workforce Effectiveness and Workforce Management Tools

The EMCBC OHR website offers several tools and/or resources that may aid employees and supervisors regarding a workplace violence incident. Employees and supervisors should contact the Team Lead, Employee Relations/Benefit Team for assistance.

Occupant Emergency Plan (PL-472-01)

The EMCBC has an Occupant Emergency Plan (See PL-472-01, Rev. 2). This plan outlines procedures to follow in the event of an emergency that affects the EMCBC or Chiquita building employees as a whole, such as: fire, bomb threats, civil demonstrations, threats of violence both inside and outside of the office, natural disasters, etc.

Chiquita Center Facility Security Plan (PL-470-02)

The EMCBC has the Chiquita Center Facility Security Plan (See PL-470-02, Rev. 3). It addresses security activities and protections pertinent to the EMCBC Chiquita Center facility and identifies individual employee reporting responsibilities pertinent to all EMCBC employees and support service contractor personnel regardless of where they are assigned.

Continuity of Operations Plan (COOP) (PL-471-01)

The Continuity of Operations Plan (COOP), (See PL-471-01, Rev. 4), is applicable to the EMCBC and is also intended to link support to EMCBC Service Level Agreement Sites' emergency operations, if needed. The type of support necessary for emergency operations varies from each site based on their internal emergency operations capabilities. COOP information is attached for the Service Level Agreement sites that choose to participate with the EMCBC COOP Planning.

Employee Concerns Program (PD-311-05)

The EMCBC has established the ECP to receive, evaluate, refer, investigate and respond to Federal and contractor employee concerns at the EMCBC and serviced sites. If an employee should face retaliation in the wake of reporting an incident of workplace violence, the EMCBC ECP may be invoked to respond to the event.

8.0 **RECORDS MAINTENANCE**

8.1 Records may be generated through implementation of this Program Description as a result of a workplace violence incident and are identified by the series below. Primarily, records will be maintained by the supervisor for most incidents however, if an event warrants additional reporting or notifications, additional records may be generated as indicated below.

8.1.1 ADM-01-18-A, Supervisory Employee Files

8.1.2 ADM-01-43-B1, Employee Concerns Program Files as a result of retaliation issue

8.1.3 ADM-18-11.3, Notification Reports (Incidents of Security Concern)

8.1.4 ADM-18-11.1-C, ORPS Reporting Files (Initial Emergency Notifications), OSHA
200 Logs of workplace injuries

9.0 FORMS USED- None

EMCBC RECORD OF REVISION

**DOCUMENT TITLE: PD-440-03, Rev. 1 EMCBC Workplace Violence Prevention Program
Description**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- 1 Placing a vertical black line in the margin adjacent to the sentence or paragraph that was revised.
- 1 Placing the words GENERAL REVISION at the beginning of the text.

| Rev. No. | Description of Changes | Revision on Pages | Date |
|-----------------|-------------------------------|--------------------------|-------------|
| 1 | Initial Program Description | All | 04/04/11 |