

Approved: 11-06-2014

**SUBJECT: PREVENTING AND RESPONDING TO ALL FORMS OF VIOLENCE
IN THE WORKPLACE**

PURPOSE AND SCOPE

The purpose of this Policy is to state the Department of Energy's (DOE) expectation regarding the prevention of all forms of violence (to include physical and psychological) within the DOE workplace and providing support and assistance to employees whose lives are affected by workplace violence.

POLICY

It is the Department of Energy's policy to promote a safe environment for its employees by working with its employees to prevent workplace violence. Violence, domestic violence, sexual assault, stalking, threats of violence, harassment, intimidation, bullying and other disruptive behavior in the Department of Energy workplace will not be tolerated. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of harm. All reports of incidents or concerns will be taken seriously and will be dealt with appropriately by supervisors and managers. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

The Department of Energy is committed to providing appropriate resources to address and prevent inappropriate behavior, maintaining multi-functional response teams to help supervisors assess and address these behaviors and incidents, and assisting employees who have been adversely affected by such behaviors on or off site. DOE will coordinate a Guide as an aid for organizations across DOE to assist in the development of their local plans.

Because successful implementation of this policy requires coordination across organizational lines, Headquarters and site offices will ensure those with responsibilities for areas such as security, emergency management, health and safety, human capital, employee assistance, equal employment opportunity, diversity and inclusion, employee concerns, ombudsman, whistleblower protection, and legal, will work cooperatively to assist supervisors and managers as they assess and respond to inappropriate behavior.

Further, Headquarters and all DOE sites will develop and periodically update procedures to ensure that they adequately address workplace violence and provide employee awareness training on those procedures. Headquarters and DOE site procedures should incorporate guidance from the following publications.

- "Guidance for Agency-Specific Domestic Violence, Sexual Assault, and Stalking Policies" (see <http://www.opm.gov/policy-data-oversight/worklife/reference-materials/guidance-for-agency-specific-dvsas-policies.pdf>), issued in February 2013, by the Office of Personnel Management (OPM), on behalf of an interagency workgroup.

- “Violence in the Federal Workplace: A Guide for Prevention and Response” (see <http://www.dhs.gov/sites/default/files/publications/ISC%20Violence%20in%20the%20Federal%20Workplace%20Guide%20April%202013.pdf>), issued in April 2013, by the Interagency Security Committee (ISC).

BY ORDER OF THE SECRETARY OF ENERGY:



ELIZABETH SHERWOOD-RANDALL
Deputy Secretary