

Management System: Safeguards & Security

Subject Area Description: Program Management and Support

Policy: Workplace Violence Prevention Policy

Management System Owner: Office of the Technical Support and Asset Management

Subject Matter Expert: Tim Marcus

Issue Date: 06/24/15

Revisions: 3

1.0 Purpose

The Environmental Management Consolidated Business Center (EMCBC) management team is committed to our employees, on-site contractors, and visitors to promote a safe work environment. A safe work environment includes freedom from not only traditional workplace hazards, but also freedom from violence initiated by individuals in the workplace.

The EMCBC is committed to workplace violence prevention and elimination, and to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, other disruptive behavior, domestic violence, sexual assault, and stalking. The EMCBC takes seriously any threat of violence, act of violence, harassment, intimidation and any other disruptive and inappropriate behavior in our workplace. This type of behavior places the safety of our employees, contractors, and visitors at risk and it will be addressed in a manner in line with applicable procedures for handling workplace violence. Anyone found engaging in such activities or found using U.S. Government resources to engage in such acts may be removed from the premises, subject to appropriate disciplinary/adverse action up to and including removal from Federal Service, criminal penalties, or both, in accordance with the severity of the offense.

In addition, the EMCBC recognizes that domestic violence may become a workplace issue. While it may be identified as “domestic,” interpersonal violence between spouses/partners and other family/household members can be very dangerous, and it can easily spill over into any workplace, including ours. Domestic violence can compromise the safety of employees, and affect the mission of the office by directly impacting morale and productivity, as well as increase absenteeism.

In order to maintain a safe working environment and to implement this policy, we need the support of every employee to maintain a safe work environment. If you experience or witness violent, threatening, intimidating, harassing, or other disruptive behavior, please immediately report it to a supervisor.

NOTE: Threats or assaults of a critically urgent nature, requiring immediate intervention, should rapidly be reported to local law enforcement officials by dialing 911.

The EMCBC will support all efforts made by supervisors and agency specialists in dealing with violent, threatening, harassing, intimidating or other disruptive behavior in our workplace and will monitor whether this policy is being implemented effectively. Together, we can work to eliminate the risk of workplace violence occurrences in our work environment. Lastly, should workplace violence response become necessary, all employees are provided the opportunity to voice their concerns with a member of management, or other professionals who are able to provide appropriate guidance and support and to offer assistance to employees as appropriate.

2.0 Scope & Applicability

This policy applies to all EMCBC employees working at the EMCBC Cincinnati, Ohio and Lakewood Colorado facilities, EMCBC Small Sites 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. This policy also applies to the employees at EMCBC Service Level Agreement sites serviced by the EMCBC Human Resources Office that choose to adopt this policy. For the purpose of reporting an incident, this program also applies to visitors to, and support services contractors employed at an EMCBC facility.

3.0 Requirements

Refer to PD-OTSAM-440-03, Rev 2 for a full list of requirements, references and the general concept of operations supporting Workplace Violence Prevention and Response.

4.0 Exhibits – None

5.0 Definitions – See the Master Definitions List located on the MSD Page.

EMCBC RECORD OF REVISION**DOCUMENT TITLE: Workplace Violence Prevention Policy**

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

| Rev. No. | Description of Changes | Revision on Pages | Date |
|-----------------|---|--------------------------|-------------|
| 1 | Initial Policy Statement | All | 09/25/08 |
| 2 | Review and Update | All | 06/17/10 |
| 2.1 | Initial Policy Statement (Formerly #’ d PS-440-02) | All | 04/04/11 |
| 3 | General Revision to incorporate new DOE Policy requirements and update to EMCBC Controlled Documents format | All | 06/24/15 |