

Date 04/04/11



## Environmental Management Consolidated Business Center (EMCBC)

### Subject: EMCBC Workplace Violence Prevention Policy

Policy Statement

APPROVED: (Signature on File)

EMCBC Director

ISSUED BY: Office of Logistics Management

#### 1.0 PURPOSE

As the Director of the Environmental Management Consolidated Business Center (EMCBC), it is my commitment to our employees, on-site contractors, and visitors to promote a safe work environment and to make my expectations very clear through this policy. 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, and other disruptive behavior. 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 your help. 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.**

I 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. It is my belief that, together, we can work to eliminate the risk of workplace violence occurrences in our work environment. Lastly, should workplace violence become an issue, it is also my intent that all employees are provided the opportunity to voice their concerns with a member of management, including myself, or other professionals who are able to provide appropriate guidance and support.

## 2.0 APPLICABILITY:

This policy 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 Human Resources Office. This policy also applies to the employees at EMCBC Service Level Agreement sites 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:

- 3.1 Title 29 United States Code, Section 654, Duties of Employers and Employees.
- 3.2 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.
- 3.3 DOE O 440.1B, *Worker Protection Program for DOE (Including the National Nuclear Security Administration) Federal Employees*, dated 5-17-07.
- 3.4 DOE O 3750.1, *Work Force Discipline*, dated 8-21-92.
- 3.5 5 CFR, Part 752, Adverse Actions.

**EMCBC RECORD OF REVISION****DOCUMENT TITLE: PS-440-02, Rev. 2.1 EMCBC Workplace Violence Prevention Policy**

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

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

---

<b>Rev. No.</b>	<b>Description of Changes</b>	<b>Revision on Pages</b>	<b>Date</b>
1	Original	All	06/20/08
2	General revision Added domestic violence reference	All	06/17/10
2	Page Change to remove Team Leads from reporting chain, removed OLM AD identification for questions, add applicability for reporting to support service contractors and visitors	1,2	03/22/11