



DEFENSE LOGISTICS AGENCY
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IN REPLY
REFER TO

DSCC-K

MAY 28 2002

MEMORANDUM FOR ALL DSCC EMPLOYEES

SUBJECT: Violence in the Workplace

Several Violence in the Workplace (VIW) incidents have recently occurred despite the Agency's and DSCC's zero tolerance policy that prohibits engaging in violence or threats of violence in the workplace. VIW incidents will not be tolerated. Each associate must refrain from engaging in violent behavior of any kind. Violations will result in disciplinary action that could include removal from the Federal service. It also can result in barment from DSCC.

Incidents of physical aggression, threats of physical harm, harassment, intimidation, or provoking behavior that could reasonably be interpreted as intending to cause harm are unacceptable. A threat should never be assumed to be harmless. When in doubt, immediately consult your manager or supervisor. It is better to act with caution and to report an incident than to fail to do so and experience a tragedy. Accordingly, DSCC employees are to report every incident of violent or threatening behavior.

You should call Emergency Services at extension 2-2111 or TDD 2-5011 if you require immediate police assistance. Members of the VIW Team will work with the appropriate managers and supervisors to determine an appropriate course of action. The Employee Assistance Program (EAP) office plays an integral role and can be reached at extension 2-2000 or by fax at 2-6210. You may also reach other team members at 2-1859 or 2-4430.

Further, any employee in receipt of a protection or restraining order that might involve DSCC as a protected area is encouraged to provide Emergency Services with a copy of the temporary or permanent document.

DSCC employees have the right to a safe and secure work environment. We must all respect this right and share the responsibility for maintaining a safe workplace. My staff has been charged with ensuring that we are committed to that end.

A handwritten signature in black ink, appearing to read "AS Thompson", with a long horizontal flourish extending to the right.

ALAN S. THOMPSON
Rear Admiral, SC, USN
Commander