

ARIZONA
Department of Emergency and Military Affairs

POLICY LETTER NO. 80.01

POLICY LETTER


DATE 1 FEB 2010

OPR AZAA-DOMS

SUBJECT: Workplace Violence

**REGULAR POLICY LETTER DISTRIBUTION
(POLICY LETTER 10.01)**

1. It is my policy to promote a safe work environment for all DEMA employees. We will not tolerate violence in the workplace, and we will make every effort to prevent it. Command emphasis and leadership's attention to causative factors of violence and intervention are essential to minimize the effects on the work force.
2. **"ZERO TOLERANCE"** is the DEMA position on threats and violence in the workplace; that is, all reports of incidents will be taken seriously and will be dealt with appropriately, swiftly, and decisively. Workplace violence includes physical assault or the threat of physical assault against persons or property, and also behavior that intimidates or frightens others, such as threats, harassment and uncontrolled expressions of rage, oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, termination, and/or criminal penalties.
3. Each employee is responsible for notifying his or her supervisor or a management representative of any threats witnessed, received, or heard about from another person. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on agency premises, whether he or she is an agency employee or not, report it immediately. Supervisors and managers who receive such reports should seek advice from the Director of Military Support at (602) 267-2774 regarding investigating the incident and initiating appropriate action. This information is sensitive and anything reported will be held in strict confidence, and without fear of reprisal. Threats or assaults that require immediate attention should be reported first to the police by calling 911.
4. Employees can refer to the DEMA workplace violence quick reference guide to help recognize and report any incidents of this nature. The quick reference guide can be found at www.azdema.gov on the publications/policies page. If you have any questions about this policy, please contact the Director of Military Support at (602) 267-2774.


HUGO E. SALAZAR
Major General, AZ ARNG
The Adjutant General