



DEPARTMENT OF DEFENSE
Defense Commissary Agency
Fort Lee, VA 23801-1800

DIRECTOR'S POLICY

Prevention of Workplace Violence

DP 500-15
May 25, 2012

Human Resources
OPR: DeCA/HR

Reference: DP 500-15, "Prevention of Workplace Violence," May 26, 2009 (hereby superseded)

1. PURPOSE. This policy communicates the Director's Workplace Violence Zero Tolerance Policy.

2. POLICY.

a. As DeCA Director, I am committed to the well-being, health, and safety of all DeCA employees, patrons, and all others conducting business with or visiting DeCA places of work. I am also committed to providing a work environment free from violence, harassment, or intimidation.

b. Workplace violence can be any act of physical violence, harassment, intimidation, or other threatening, disruptive behavior that occurs at the work site. Workplace violence can affect or involve employees, visitors, patrons, contractors, other non-Federal employees.

c. It is my policy that all DeCA supervisors, subordinates, contractors, and patrons work together as a team to achieve a safe workplace that is free of violence and the threat of violence.

d. Violence, threats, harassment, intimidation, and other disruptive behavior in our workplaces will not be tolerated; that is, all reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include 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, criminal penalties, or both.

e. I need your cooperation to implement this policy effectively and to maintain a safe working environment. I ask that you not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on DeCA premises, whether or not he or she is an Agency employee, report it immediately.

f. I will support all efforts made by supervisors and Agency specialists in dealing with violent, threatening, harassing, intimidating or other disruptive behavior in our workplaces and will ensure that this policy is being implemented effectively. Working together, we can reduce or prevent violent behavior and maintain a safe, respectful, healthy, and productive workplace.

3. RESPONSIBILITY.

a. All Employees:

(1) DeCA employees will conduct themselves in a respectful and courteous manner in all of their contacts with supervisors, subordinates, coworkers, and patrons. They shall, at all times, refrain from all forms of violent, harassing, or intimidating behavior.

(2) Each employee will complete mandated annual employee training on workplace violence prevention. The training can be accessed at <http://www.cpms.osd.mil/>.

(3) It is the responsibility of all employees to take prompt and appropriate action in response to any threat or incident of actual workplace.

(4) Each employee is responsible for notifying his or her supervisor or other management official of any violent behavior witnessed, received, or heard about from another person.

b. Supervisors and Managers:

(1) Treat all threats or violent acts, whether actual or implied, seriously and deal with each incident appropriately and immediately.

(2) Report any incident they believe constitutes a violent act through the submission of a DeCA Interest Report (DIRep).

(3) Become familiar with DeCAH 30-6, "Workplace Violence Intervention Handbook," in order to implement antiviolence plans, initiatives, and training programs to help prevent incidents of workplace violence.

(4) Workplace violence prevention will be addressed at least quarterly at the same time safety training is presented and more often, if necessary.

(5) Complete mandated annual training for supervisors on workplace violence prevention. The training can be accessed at <http://www.cpms.osd.mil/>.

4. EFFECTIVE DATE. This Policy is effective immediately.



Joseph H. Jeu
Director