



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

DIRECTOR'S POLICY

DP 500-15
June 29, 2018

Security Division
OPR: DeCA/CCSS

SUBJECT: Workplace Violence Prevention and Response Policy

1. PURPOSE. This Director's Policy (DP) communicates the Director's Workplace Violence Zero Tolerance Policy. DoD Instruction 1438.06, DoD Workplace Violence Prevention and Response Policy defines workplace violence is any act of violent behavior, threats of physical violence, harassment, intimidation, bullying, verbal or non-verbal threat, or other threatening, disruptive behavior that occurs at or outside the work site. This DP supersedes DP 500-15, dated May 25, 2015.

2. POLICY.

a. As the Defense Commissary Agency (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 supporting management's efforts to deal with incidents and suspected or perceived incidents of workplace violence and providing a work environment free from violence, harassment, or intimidation.

b. Violence, threats, harassment (including sexual harassment), intimidation, and other disruptive behaviors in our workplace will not be tolerated; all reports of incidents will be taken seriously and will be dealt with appropriately. Such behaviors can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical or emotional harm. These behaviors or activities must be dealt with immediately and appropriately. Those who commit such acts may be immediately removed from the premises, denied reentry pending completion of the appropriate investigation, and may be subject to administrative and disciplinary action, including removal from federal service, criminal prosecution, or both.

c. All information regarding an incident and/or threat of workplace violence; including, but not limited to, names of involved parties, witnesses, reports and investigations of allegations, and/or findings of workplace violence, will be treated as sensitive information and will not be

disclosed to persons without an official need to know the information. Investigative agencies may use statements and reports as evidence in administrative and/or criminal proceedings.

3. RESPONSIBILITIES.

a. Supervisors and Managers:

(1) Treat all threats of violence acts, whether actual or implied, seriously and deal with each incident immediately. Supervisors and managers, in coordination with Human Resources (HR), Security, supporting law enforcement agency, Employee Assistance Program (EAP), Office of General Counsel (OGC) and other appropriate local resources, have the responsibility to deal with inappropriate behavior by their employees and customers; to provide employees with information and training on workplace violence prevention; and to put mitigating security measures in place.

(2) In accordance with current policy report all incidents of workplace violence to appropriate law enforcement agency and submit a DeCA Interest Report (DIRep) using the automated DIRep submission module on OneNet.

(3) Become familiar with DeCAD 30-24 and DeCAM 30-24.01: Workplace Violence Prevention and Response in order to implement antiviolence plans, initiatives, and training programs to help prevent incidents of workplace violence. This reference document can be found on DeCA OneNet.

(4) This web-based course for can be accessed directly at the DCPAS web sites listed. The supervisory course: <http://media.cpms.osd.mil/faslerd/supervisor/menu.htm>

(5) Provide training to employees, baggers, contractors, vendors, and vendor/stockers on workplace violence prevention. Require all newly assigned employees to complete this training within 30 days of their appointment.

(6) Workplace violence prevention will be addressed at least quarterly during the safety meeting and more often, if necessary.

b. Employees/baggers/contractors/vendor and vendor stockers:

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

(2) It is the responsibility of all individuals working in DeCA to take prompt and appropriate action in response to any perceived threat or incident of actual workplace violence.

(3) All individuals are responsible for notifying their supervisor or other management official of any violent behavior witnessed, received, or heard about from another person.

(4) The employee course: <http://media.cpms.osd.mil/faslerd/employee/menu.htm>

4. APPLICIABILITY. This DP assigns responsibility for accomplishing the requirements of DoD Publications program, in accordance with DoDI 5025.01. This DP applies to all DeCA activities and all DeCA personnel.

5. RELEASIABILITY. Cleared for public release. This DP is available on DeCA's internet website at www.commissaries.com.

6. EFFECTIVE DATE. This DP is effective immediately.

A handwritten signature in black ink, appearing to read "R. Bianchi", with a long, sweeping horizontal stroke extending to the right.

Robert J. Bianchi
Director

Establishment of Security Oversight Committee

The Security Oversight Committee (SOC) is established to review issues related to this policy and make recommendations for decision by the Deputy Director. The SOC will oversee implementation of this policy, review requests for access to the security camera system or camera media, review requests to revise this policy, and independently propose policy changes as needed.

The SOC shall be comprised of seven members;

- Deputy Director, Chair of the SOC
- General Counsel or designee
- Investigations or designee
- Human Resources or designee
- Public Health and Safety or designee
- Security Division/ Law Enforcement liaison or designee
- Building Manager or Assistant Building Manager

Additional DeCA HQ officials can be designated as permanent or ad hoc members, as approved by the Deputy Director.

Attachment