



## DIRECTOR'S POLICY 500-15

### WORKPLACE VIOLENCE PREVENTION AND RESPONSE POLICY

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<b>Originating Component:</b>	Security
<b>Effective:</b>	November 30, 2021
<b>Releasability:</b>	Unlimited. This Director's Policy (DP) is approved for public release and is located on the Defense Commissary Agency's (DeCA) internet website at <a href="http://www.commissaries.com">www.commissaries.com</a> .
<b>Reissues and Cancels:</b>	DP 500-15, "Workplace Violence Prevention and Response Policy," June 29, 2018

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**1. PURPOSE.** This DP communicates the Director's Workplace Violence Zero Tolerance Policy. DoD Instruction 1438.06, DoD Workplace Violence Prevention and Response Policy, defines workplace violence as 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.

#### **2. POLICY.**

a. As the 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, and 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, 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), General Counsel (GC), 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 (IAW) current policy, report all incidents of workplace violence to the 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. These referenced documents can be found on DeCA OneNet.

(4) Highly recommended to take the Defense Civilian Personnel Advisory Service (DCPAS) web-based course that 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. DeCA employees, patrons, and all others conducting business with or visiting DeCA places of work.

(1) DeCA employees, patrons, and all others conducting business with or visiting DeCA places of work 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 violent, 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) It is highly recommended to take the DCPAS Workplace Violence Employee course. It is located at the following: <http://media.cpms.osd.mil/faslerd/employee/menu.htm>.

**4. APPLICABILITY.** This DP assigns responsibility for accomplishing the requirements of DOD Publications program IAW DoDI 5025.01. The DP applies to all DeCA activities and all DeCA personnel.



William F. Moore  
Director