



DEPARTMENT OF THE NAVY
NAVY AND MARINE CORPS PUBLIC HEALTH CENTER
620 JOHN PAUL JONES CIRCLE SUITE 1100
PORTSMOUTH VA 23708-2103

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CS
SEP 22 2016

From: Commanding Officer, Navy and Marine Corps Public Health Center

Subj: VIOLENCE IN THE WORKPLACE POLICY STATEMENT

1. My policy is to promote a safe environment within the Navy and Marine Corps Public Health Center (NMCPHC) and for its staff members. This Command is committed to working with all its members to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. While this kind of conduct is not pervasive at our command, no command is immune.

2. All reports of incidents will be taken seriously and will be addressed appropriately. Such unacceptable 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 subjected to disciplinary actions, criminal penalties, or both.

3. Do not ignore violence, threats, harassment, intimidation, or other disruptive behavior. If you observe or experience such behavior by anyone on command premises, whether he or she is a command member or not, report it immediately to a supervisor.

4. Supervisors are charged with ensuring the safety of all employees and preventing incidents of violence. Supervisors receiving reports of threats or assaults that require an immediate security or police response should contact the Base Security and/or Emergency Medical Services (EMS). When dealing with other reports of unacceptable behavior, supervisors should seek counsel from the command's Civilian Personnel Liaison (CPL) or the Bureau of Medicine and Surgery (BUMED) Human Resource Office (HRO), Portsmouth, VA. Additional guidance may also be obtained from the BUMED HRO, Labor and Employee Relations. NMCPHC field activities shall post the applicable contact numbers specific to their supporting offices.

Base Security: (757) 953-5225

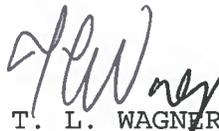
Base EMS: (757) 953-7823

NMCPHC CPL: (757) 953-0771

BUMED HRO: (757) 953-5771

Labor and Employee Relations: (757) 953-5788

5. Civilian employees experiencing any difficulty coping with either work-related or personal matters are reminded that confidential counseling is available through the Civilian Employee Assistance Program.


T. L. WAGNER

Distribution is electronic only via the NMCPHC Intranet at
<http://nmcpeh-spweb1/CS/Lists/CommandPolicy/AllItems.aspx>.