



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING CENTER AND FORT JACKSON
FORT JACKSON, SC 29207

ATZJ-CS (600-85)

17 Aug 07

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum Number 2-2 -- Workplace Violence Prevention

1. It is the Department of Defense's Policy to promote a safe environment for its employees. Fort Jackson is committed to ensuring every Soldier and civilian employee of this installation is safe and free from fear of violence while at work. Violence is not limited to physical acts directed against an individual, but includes behavior such as verbal confrontation, harassing or intimidating conduct, threatening remarks, or willful damage to property. Every Soldier and employee must be treated in a professional manner, with respect and courtesy that reflects genuine concern as well as our customer service philosophy.

2. Violence or threats of violence in any form will not be tolerated. All reports of such incidents will be taken seriously and will be dealt with appropriately. Individuals who commit such acts can be removed from the premises and may be subject to disciplinary and administrative actions and criminal penalties. Supervisors at all levels must address any act of violence or disruptive behavior as soon as it is brought to their attention. Because these issues are important to the accomplishment of the mission, the following policies apply:

a. Threats or assaults that require immediate attention should be reported by calling 911 or the Department of Emergency Services (DES), 751-3113.

b. Soldiers or employees aware of violence or threats of violence should immediately report these acts to their supervisor, a management official, or the Workplace Violence Prevention Program Coordinator (WVPPC), Marty Travers, at 751-5007.

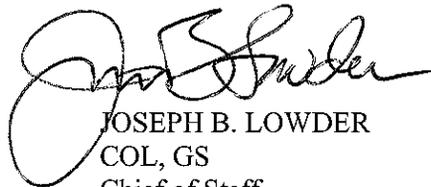
c. Fort Jackson leaders and managers are responsible for ensuring their work areas are free from threats, intimidation, or fear; for responding promptly and appropriately to allegations or incidents of harassment, threats, or acts of violence; and for reporting all allegations and/or incidents to WVPPC at 751-5007.

3. The Fort Jackson training program on Violence in the Workplace is a means to increase awareness, modify behavior, and provide the skills needed for prevention and correction. All Soldiers and civilians will receive this training administered by the Prevention Coordinator. Supervisors are asked to contact the Army Substance Abuse Program to schedule training, 751-5007. Support services are available on the installation for Soldiers and employees that have been affected by or engaged in violence while at work. Ernestine Richardson, Employee Assistance Program Coordinator, can be reached at 751-5007 for assistance.

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4. I will support all efforts made by supervisors and managers in dealing with violence and threatening, harassing, intimidating and other disruptive behavior in the workplace. No one should be subjected to violence in any form. We can make a difference by committing ourselves to the elimination of violence in the workplace and supporting this policy in order to make Fort Jackson an exemplary place to train and work.
5. The proponent for this Policy Memorandum is the Army Substance Abuse Program, 751-5007.
6. This policy memorandum supersedes FJ Policy Memorandum Number 2-2, SAB, dated 21 May 04.



JOSEPH B. LOWDER
COL, GS
Chief of Staff

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