

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

<h1>FSIS NOTICE</h1>	37-04	7/1/04
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WORKPLACE VIOLENCE POLICY STATEMENT

It is the Agency's policy that all employees and clients (i.e., customers, contractors and visitors) to the worksite enjoy a positive, respectful, productive and safe working environment. The worksite environment shall remain free of behavior, actions, or language causing or contributing to workplace harassment or bullying. Violence, the threat of violence, harassment, or bullying by or against any Agency employee or client at the worksite is unacceptable and is not tolerated.

It is a violation of Agency policy to have, use or threaten use of a firearm, explosive, or other dangerous weapon at a worksite or in a vehicle used for official business. Knives, hooks, box cutters, letter openers, or other job related tools are appropriate when used for their intended purpose. It is inappropriate to refer to or threaten the use of these items in a violent act or manner contrary to their normal use. Such threats are unacceptable and are not tolerated. Employees violating this policy may be subject to disciplinary or adverse action and possible criminal charges.

All employees must report all acts or threats of workplace violence involving their official duties and responsibilities at once to the immediate supervisor, manager, or proper management official **and** the Workplace Violence Prevention and Response Branch (WVPRB). Management officials shall apprise the WVPRB of any incident that may become a potential workplace violence incident. This may include incidents occurring outside the employee's tour of duty or away from the worksite.

Report all workplace violence incidents by outside sources against Agency employees on FSIS Form 4735-4, Reporting Form for Assault, Threats of Assault, Intimidation, or Interference. In case of an emergency **or an imminent danger**, employees shall report the violent act directly to law enforcement officials.

Management officials shall act immediately on each reported workplace violence incident and follow the guidelines in FSIS Directive 4735.4, Reporting Assault, Threats, Intimidation, or Interference. Management officials who are aware of potential or actual workplace violence and fail to take immediate, corrective action, or fail to report workplace violence, may be subject to disciplinary or adverse action.

DISTRIBUTION: All Employees	NOTICE EXPIRES: August 1, 2005	OPI: OM – Labor and Employee Relations Division
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If a management official fails to take action on a reported workplace violence incident, employees may call the next higher level supervisor, a Workplace Violence Analyst or the WVPRB on the **24-hour toll-free** pager number (888) 894-6217. Team members return pager calls as soon as possible after receipt.

Refer questions on this notice to the Branch Chief or a Workplace Violence Analyst, WVPRB identified in Attachment 4 of FSIS Directive 4735.4, the laminated wallet reference card, and Preventing Workplace Violence, A Guide for FSIS Employees.

Remember, all employees have a responsibility to report and prevent workplace violence. **We should always treat every employee and client professionally, equitably, and with dignity and respect.**

for 
Assistant Administrator
Office of Management