



**Armed Forces Retirement Home  
Chief Operating Officer  
3700 N. Capitol Street NW, P.O. Box 1303  
Washington, DC 20011-8400**

January 19, 2010

MEMORANDUM FOR ALL MANAGERS, SUPERVISORS AND EMPLOYEES

Subject: 2010 Policy Statement – Prevention of Workplace Violence

As we begin calendar year 2010, I would like to take this opportunity to reemphasize the Armed Forces Retirement Home's policy regarding prevention of workplace violence.

The focus of our policy is to promote a safe environment for our residents and employees—fostering a working environment wherein every employee exhibits the highest level of professional behavior and courtesy.

Violence, threats, harassment, intimidation and other disruptive behavior in our workplace will *not* be tolerated: all reports of incident will be taken seriously and will be dealt with appropriately. Such behavior can include oral and/or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts are subject to disciplinary action up to and including removal from their positions. In addition to any disciplinary action, violators may be subject to being removed from the premises by the AFRH Security team or by civil authorities as well as subsequent prosecution by civil authorities.

Employees are to *immediately* report to a manager or supervisor violent, threatening, harassing, intimidating or other disruptive behavior on our Agency's premises (whether or not he/she is an Agency employee). **Threats or assaults that require immediate attention by security or police should be reported first to the AFRH Security Office at (202) 730-3111.** Managers and supervisors who receive such reports should seek advice from the Employee Relations Office located at the Bureau of Public Debt on (304) 480-8274, as well as notifying the AFRH Chief Human Capital Officer.

If you have any questions regarding this policy statement, please contact Ms. Donna Smith, AFRH Chief Human Capital Officer on (202) 730-3592.

TIMOTHY C. COX  
Chief Operating Officer