

WESTERN FEDERAL LANDS HIGHWAY DIVISION WORKPLACE VIOLENCE POLICY STATEMENT

The Western Federal Lands Highway Division strives to provide its employees with a healthy, safe and productive work environment. We have a policy of "zero tolerance" for any acts of violence or acts which have the potential to result in a violent or volatile situation. This applies equally to the behavior of our employees or anyone we encounter within our work environment. All reports of incidents will be taken seriously and will be dealt with appropriately.

This policy on workplace violence includes activities or behavior that reasonably may be viewed as a threat. Such includes activities or gestures or any oral or written remark that reasonably communicates a direct or indirect threat of physical harm, as well as some forms of harassment and intimidation. Any individual who commits an act of violence or engages in threatening behavior may be removed from the premises and may be subject to disciplinary action and/or criminal penalties.

Supervisors, managers, and employees will work together to implement this policy and maintain a safe working environment. Violent, threatening, harassing, or intimidating behaviors or any suspicious items or activities at or near your work area need to be addressed immediately. If you observe or experience any of these behaviors or activities by anyone, whether from an employee, a contractor, or a visitor, report it immediately to your supervisor or manager. Supervisors and managers will take immediate action, including investigating reported threats of violence, any suspicious items, or activities, and with the assistance of appropriate officials reduce or eliminate the risk of workplace violence.

If any person perceives a serious and imminent threat of violence to themselves, to others, or to property, they should report the situation immediately to the local police at 911.

I ask all employees to share the responsibility for safety at the worksite. I pledge to maintain and enforce the highest standards of personal welfare at the workplace and I ask all employees, supervisors, and managers to join me in this important commitment.

Clara H. Conner 8/3/2007

Clara H. Conner
Division Engineer

