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STATE OF MARYLAND  
MILITARY DEPARTMENT  
FIFTH REGIMENT ARMORY  
BALTIMORE, MARYLAND 21201-2288

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THE ADJUTANT GENERAL

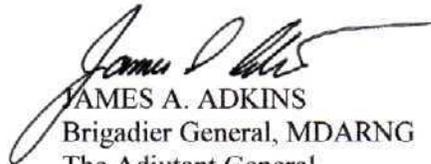
MDNG-AG

22 October 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Workplace Violence Policy

1. It is the policy of the Maryland National Guard and the Maryland Military Department to promote a safe environment for their employees. The agency is committed to working with their employees to maintain a work environment free from violence, threats of violence, intimidation, and other disruptive behavior. While this behavior is not pervasive within our agency, no agency is immune.
2. Violence, threats of violence, intimidation, and other disruptive behavior in our workplace will not be tolerated, and all reports of incidents will be taken seriously and dealt with appropriately. Such 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 workplace, may be subject to severe disciplinary action, and/or criminal penalties.
3. All managers and supervisors must be proactive in recognizing and preventing situations that could potentially lead to acts of violence and will consider all options including physical security procedures, personnel practices, and safety measures to minimize the possibility of violent incidents. Employees are responsible for reporting any threatening behavior or violent acts in the workplace and all threats should be taken seriously. Do not ignore violent, threatening, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on agency premises, whether they are an employee or not, report it immediately to your supervisor or appropriate authority in your chain of command. As previously stated, employees have a right to a safe workplace, and every manager, supervisor, and employee must respect this right and protect against its violation.
4. This policy memorandum must be posted on all unit bulletin boards.

  
JAMES A. ADKINS  
Brigadier General, MDARNG  
The Adjutant General

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