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

MDNG-AG

13 February 2007

MEMORANDUM FOR All MDNG Technician and AGR Employees

SUBJECT: Workplace Violence Policy

1. It is the Maryland National Guard's policy to promote a safe environment for its employees. The agency is committed to working with its employees to maintain a work environment free from violence, threats of violence, intimidation, and other disruptive behavior. While this behavior is not pervasive at 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 and may be subject to severe disciplinary action, criminal penalties, or both.

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 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. I am asking all employees to assist me in supporting this policy and maintaining a safe, respectful and productive workplace. I will support all efforts made by managers and supervisors in dealing with violent, intimidating and other disruptive behavior in our workplace. Please refer any questions concerning this policy to Lt Col Jan Burke, 410 576-6045 or CW3 Shawn Branch, 410 576-6049 in the Human Resources Office.

BRUCE F. TUXILL
Major General, MDANG
The Adjutant General

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