



STATE OF GEORGIA  
GEORGIA DEPARTMENT OF DEFENSE  
POST OFFICE BOX 1970  
MARIETTA, GEORGIA 30061  
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TAG-GA


5 January 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Georgia DOD Workplace Violence Zero Tolerance Policy

1. I am committed to our employees' well-being, health and safety. We must all work together as a team to achieve the goal of providing a more "respectful workplace." "ZERO TOLERANCE" is the Georgia National Guard's position on threats and violence in the workplace. We shall refuse to tolerate violence in the workplace and will make every effort to prevent it. All incidents of workplace violence will be dealt with swiftly and decisively.
2. Violence includes physical assault or the threat of physical assault against persons or property, and also behavior that intimidates or frightens others, such as threats, harassment and uncontrolled expressions of rage. Threats will be taken seriously as a statement of an employee's intent to do harm. Violent behavior is subject to severe disciplinary action.
3. Each employee is responsible for notifying his or her supervisor or a management representative of any threats witnessed, received, or heard about from another person. Even without an actual threat, employees should inform their supervisor of any behavior witnessed as threatening or violent. This information is sensitive and anything reported will be held in strict confidence.
4. Violence in the workplace is a growing phenomenon. Command emphasis and leadership's attention to causative factors of violence and intervention are essential to minimize the effects on the work force. Every employee, Soldier, and airman must be aware of behavior patterns that could lead to violence, and understand that threats or acts of violence may be reported to the chain of command without fear of reprisal.
5. I am asking all employees to assist me in implementing this policy and maintaining a safe, respectful, healthy, and productive workplace. Supervisors and employees may use the attached quick reference to help recognize and report any incidents of workplace violence. Questions may be referred to the Human Resources Office, Col Jay Peno, at (678) 569-5701 or DSN 338-5701.

Encl  
GA DoD Workplace Violence Prevention  
Quick Reference

  
WILLIAM T. NESBITT  
Major General  
The Adjutant General

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