



DEFENSE
HEALTH AGENCY

**OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
HEALTH AFFAIRS**

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DEC 29 2015

MEMORANDUM FOR DEFENSE HEALTH AGENCY STAFF

SUBJECT: Violence Prevention Policy Statement

It is the Defense Health Agency's (DHA) policy to promote a safe environment for its employees. DHA is committed to working with all of its employees to maintain a work environment free from acts of harassment, intimidation, threats of violence, and other disruptive behavior. While this kind of conduct is not pervasive within the DHA, we are not immune.

Every organization may be affected by disruptive behavior at one time or another. Harassment, intimidation, threats, violence and other disruptive behavior in our workplace will not be tolerated; reports of any of these types of behaviors will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

If an employee makes a threat and/or commits an act of intimidation or violence that is substantiated, DHA shall take appropriate action using the full range of options at their disposal to include: immediate removal from the premises, denial of re-entry pending completion of an appropriate investigation and removal from employment/Federal service, criminal prosecution, or both. Employees at all levels are required to implement this policy and maintain a safe working environment. Do not ignore warning signs/indicators of potential violence or harassing, intimidating, violent, threatening or other disruptive behavior. Training will be provided to assist with recognizing warning signs and indicators. If you observe or experience questionable behavior report it immediately to a supervisor, manager, or member of security. Supervisors and managers who receive any report shall seek advice from the Mission Assurance Division and Employee Relations regarding appropriate action.

We will support all efforts made by supervisors and managers in addressing harassing, intimidating, threatening, violent or other disruptive behavior in our workplace and will monitor whether this policy is being implemented effectively. If you have any questions about this policy statement, please contact the Mission Assurance Division. The Mission Assurance Division may be contacted at (703) 681-6777, or Mission-Assurance@mail.mil.


R. C. BONO
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Director