

## CHARTER

### WORKPLACE VIOLENCE PREVENTION PROGRAM RESPONSE TEAM

#### 1. PURPOSE AND RESPONSIBILITIES

The Workplace Violence Prevention Program (WVPP) provides the coordination of resources that prevent and respond to workplace violence within the National Capital Region Medical Directorate (NCR MD). Prohibited workplace behaviors include physical, verbal and non-verbal behaviors that may escalate and negatively impact the work environment, such as intimidation, bullying, assault and harassment. WVPP seeks to increase awareness of workplace violence and prevention through the following opportunities: (1) education of leadership, management and employees on workplace violence and prevention; (2) connection with service-related programs addressing work-life balance and wellness; (3) consultation with departments and programs to identify procedures in the prevention, evaluation, and completion of appropriate courses of action regarding workplace violence.

WVPP consists of the following four components: (1) a **Workplace Violence Prevention Program Manager** who manages and tracks workplace violence cases on a day to day basis as well as provides education and consultation on workplace violence and prevention within NCR MD; (2) a **Program Coordinator** who assists in the management and tracking of workplace violence incidents; (3) **WVPP Liaisons** who manages workplace violence incident reports for their site and relays these reports to the WVPPM; and (4) a **Response Team** of experts from NCR MD sites who collaborate and share information to resolve workplace violence cases to ensure a stable, safe work climate and report their findings to the Director of the NCR MD.

The function of the Workplace Violence Prevention Program Response Team is to evaluate NCR MD's current ability to handle workplace violent incidents as well as provide recommendations to strengthen its response capability to workplace violence. The WVPP Response Team also serves to maintain an infrastructure to effectively respond to critical workplace violence incidents and restore the workplace to a productive state after an incident. In carrying out these broad functions within NCR MD, the WVPP Response Team will specifically:

- (1) Complete a threat assessment of each MTF/Center to evaluate workplace violence cases reported and its current ability to handle workplace violence incidents.
- (2) Provide recommendations to the Director of the NCR MD and MTF/Center Leadership to ensure NCR MD's ability to respond to workplace violence incidents based on the outcome of the threat assessment.
- (3) Provide quarterly and annual reports on workplace violence within NCR MD to the Director of NCR MD and MTF/Center Leadership.
- (4) Review workplace violence incidents based on the level of their severity to ensure appropriate follow-up action is taken (e.g. investigation, union notification, victim assistance, preventive and corrective actions).
- (5) Determine the level of chain of command notification based on severity of workplace violence incidents.

- (6) Serve as a resource and information source in regards to workplace violence concerns within NCR MD.

## 2. MEMBERSHIP

The WVPP Response Team operates by the authority of the Director, NCR MD. It is an oversight body that provides evaluation, consultation and recommendations on workplace violence incidents in concert with the mission, strategic objectives and intentions/priorities of the Director of the NCR MD. Attendance is limited to the members and individuals invited by the Response Team. With approval from the WVPPM, voting members may delegate an alternate if unable to attend, and only these recognized members may attend these meetings. The Director, NCR MD is the decision authority. The WVPP Response Team is comprised of the following voting members:

### Voting Members

- (1) Program Manager, Workplace Violence Prevention Program Manager
- (2) Civilian Human Resources Center (CHRC)
- (3) Employee Assistance Program (EAP) Coordinator
- (4) Legal, Walter Reed National Military Medical Center (WRNMMC)
- (5) Safety, Walter Reed National Military Medical Center (WRNMMC)
- (6) Equal Opportunity/Equal Employment Opportunity (EO/EEO), Walter Reed National Military Medical Center (WRNMMC)
- (7) Legal, Fort Belvoir Community Hospital (FBCH)
- (8) Safety, Fort Belvoir Community Hospital (FBCH)
- (9) Equal Opportunity/Equal Employment Opportunity (EO/EEO), Fort Belvoir Community Hospital (FBCH)

### Non-Voting Members

- (1) Program Coordinator, Workplace Violence Prevention Program
- (2) Chief, Regional Personnel (Ex-Officio)
- (3) NCR MD Legal (Ex-Officio)

The Response Team will be divided into two teams for the NCR MD:

- A. Team A: This team will address workplace violence associated to National Capital Region Medical Directorate Headquarters (NCR MD HQ), Walter Reed National Military Medical Center (WRNMMC), The Joint Pathology Center (JPC), and the Integrated Referral Management and Appointment Center (IRMAC).
- B. Team B: This Team will address workplace violence associated to Fort Belvoir Community Hospital (FBCH), DiLorenzo TRICARE Health Clinic (DTHC), Fairfax and Dumfries Health Centers.

Each WVPP Response Team will include a representative from the following components: (1) Labor Management Employee Relations (LMER) – Civilian Human Resource Center (CHRC); (2) Safety; (3) Employee Assistance Program (EAP) Coordinator; (4) Equal Opportunity/Equal Employment Opportunity (EO/EEO); and (5) Legal.

The WVPP Program Manager is a permanent member of both WVVP Response Teams by virtue of the position. Other Response Team members will be appointed by their respective departments, programs, or offices to serve until a successor is named to replace their position. Standing and ad hoc subcommittees, composed of members from the Response Team and/or other individuals within the NCR MD community, may be utilized to perform specific functions within the program's jurisdiction. Upon approval by the Chair, the advice of these subcommittees will be considered for advice of the program.

The WVPP Response will achieve a quorum when 51% of the voting membership is present. Alternates sent "on-behalf of" will be considered the same as the voting member. A quorum for the conduct of each subcommittee will also consist of a majority of the appointed members.

### **3. MEETING MANAGEMENT**

The WVPP Response Team will address workplace violence incidents based on the level of severity, threat assessment data and command site recommendations. Only the Chair may defer an issue on the agenda to a subsequent meeting. Stakeholders identified in the membership section will ensure membership and provide one alternate member. This requires that the voting member identify decision makers who can act on behalf of the functional area they represent.

The WVPP Response Team meetings will be held monthly or at such times as the Chair deems necessary. The location for each meeting will be determined by the Chair and provided to the membership. If there are no issues and/or requests for action, the Chair will notify the membership who will determine if a meeting is necessary.

In the event that the WVPP Response Team encounters problems/issues that cannot be resolved, it shall seek the council of the Deputy Director/Chief of Staff for NCR MD.

### **4. DELIVERABLES**

Written quarterly and annual reports will be provided to the Director of NCR MD for presentation to MTF/Center Leadership. These reports will include: (1) number of workplace violence incidences; (2) categories of violence; (3) investigations and their results; (4) investigations which warranted termination; (5) observed patterns of violence to the MTFs/Center; (6) interventions implemented to address work climate; and (7) recommendations to improve the work climate.

### **5. DURATION**

This Charter becomes effective upon signature. The Charter will remain active and current for two years before requiring renewal. This Charter is approved for public release and is available on the NCR MD Website at [www.capmed.mil](http://www.capmed.mil).

**APPROVAL**



Ronald J. Place  
Major General, MC, USA  
Director

*14 April 2018*

Date

Enclosure:

1. Workplace violence Prevention Program Organizational Chart

ENCLOSURE 1

WORKPLACE VIOLENCE PREVENTION PROGRAM ORGANIZATIONAL CHART

