



**JOINT FORCE HEADQUARTERS-COLORADO  
COLORADO NATIONAL GUARD  
6848 SOUTH REVERE PARKWAY,  
CENTENNIAL, COLORADO 801 12-6709**

**NGCO-HRO**

**SUBJECT: Policy Letter, Violence in the Workplace**

**MEMORANDUM FOR ALL FULL TIME EMPLOYEES OF THE DEPARTMENT OF MILITARY AND VETERANS AFFAIRS (DMVA) AND MEMBERS OF THE COLORADO NATIONAL GUARD (CONG)**

**1. Every employee of the DMVA and member of the CONG has the right to work in an environment free of threats (direct and/or indirect), intimidation, abusive language, harassment, physical attack, stalking, emotional and psychological abuse, or any treatment not conducive to mission accomplishment and employee well-being.**

**2. Workplace violence is a nationwide problem. The number and intensity of such incidents are increasing. The cost of workplace violence in human terms extends beyond death and injury. The emotional devastation to employees who are witnesses, and to other people associated with the organization, may last for months or years. No one and no organization is immune from incidents of violence in the workplace. Therefore, we need to be aware of this growing phenomenon and how to respond to signs and symptoms before the incident occurs.**

**3. Policy**

**a. This letter is applicable to all employees of the Colorado National Guard (CONG), as well as non-employees who are on property owned or leased by the CONG. This policy applies to the conduct of an employee while functioning in the course and scope of employment as well as off duty violent conduct that has a potential adverse impact on a CONG employee's ability to perform the assigned duties and responsibilities.**

**b. "Workplace Violence" means any behavior, action, or statement in the workplace that would cause a reasonable individual witnessing the conduct to fear for his, her or someone else's safety. Workplace violence includes, but is not limited to intimidation, threats, physical attack, property damage and acts of violence committed by CONG employees, clients, customers, relatives, acquaintances or strangers against CONG employees in the workplace.**

**c. All reports of incidents 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 or even assault. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action to include termination of employment, criminal penalties, or both.**

**d. An act of off-duty, violent conduct may also be grounds for disciplinary action, including dismissal. In these situations the agency must demonstrate that the disciplinary action, suspension or dismissal is supported by the existence of a rational nexus between the type of violent conduct committed and the potential adverse impact on a CONG employee's ability to perform the assigned duties and responsibilities.**

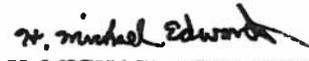
e. If the person engaging in prohibited behavior is a member of the public, the response may also include barring the person(s) from CONG owned or leased premises, termination of business

f. Employees are responsible for notifying their first line supervisor of any threats they witnessed, received, or have been told that another person witnessed or received. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on the premises, whether he or she is a Guard employee or not, it is your duty to report it immediately to a commander, supervisor or manager.

g. Commanders, supervisors and managers who receive such reports should seek advice from the Human Resource Office regarding investigation of the incident and initiating appropriate action. Threats or assaults that require immediate attention by security or local police should be reported first to the Security Office at the Colorado National Guard Headquarters, Security Forces at the Air Guard Base or to police at 911.

h. It is the Colorado National Guard's policy to promote a safe working environment for its employees. Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated.

4. The POC for this policy is the HRO, Labor Relations Office (720) 250-1577.

  
H. MICHAEL EDWARDS, Maj Gen, COANG  
The Adjutant General