



**Armed Forces Retirement Home  
Chief Operating Officer  
3700 N. Capitol Street NW, P.O. Box 1303  
Washington, DC 20011-8400**

January 5, 2009

**MEMORANDUM FOR ALL MANAGERS, SUPERVISORS AND EMPLOYEES  
OF THE ARMED FORCES RETIREMENT HOME**

Subj: 2009 Policy Statement – Prevention of Workplace Violence

As we begin calendar year 2009, I would like to take this opportunity to reemphasize the Armed Forces Retirement Home's policy regarding prevention of workplace violence.

The major focus of our policy is to promote a safe environment for our residents and employees. The intent of this policy is to foster a working environment wherein every employee exhibits only the highest level of professional behavior and courtesy. I am confident that management officials will ensure that this policy is strictly enforced by the entire workforce. The AFRH Management Team is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation and other disruptive behavior. While this kind of conduct is not pervasive at AFRH, no agency is immune. Unfortunately, every agency will be affected by disruptive behavior at one time or another.

Violence, threats, harassment, intimidation and other disruptive behavior in our workplace will *not* be tolerated; that is, all reports of incident will be taken seriously and will be dealt with appropriately. Such behavior can include oral and/or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts are subject to disciplinary action up to and including removal from their positions. In addition to any disciplinary action, violators may be subject to being removed from the premises by the AFRH Security Team or by civil authorities as well as subsequent prosecution by civil authorities.

I solicit each manager, supervisor and employee's assistance in ensuring that as an Agency we effectively maintain a safe working environment for all of our employees as well as a safe Home for our distinguished Residents. I ask managers, supervisors and employees to not ignore violent, threatening, harassing, intimidating or other disruptive behavior. If you observe or experience such behavior by anyone on our Agency's premises, whether he/she is an Agency employee or not, please report the incident *immediately* to a manager or supervisor. Managers and supervisors who receive such reports should seek advice from the Employee Relations Office located at the Bureau of Public Debt on (304) 480-8274 regarding investigation of the incident and initiating appropriate action. **PLEASE NOTE: Threats or assaults that require immediate attention by security or police should be reported first to the AFRH Security Office at (202) 730-3111.**

I will support efforts made by managers and supervisors, the Human Resources and the AFRH Security Team in dealing with violent, threatening, harassing, intimidating or other disruptive behavior in our workplace and will monitor whether this policy is being implemented effectively.

If you have any questions regarding this policy statement, please contact Ms. Donna Smith, AFRH Chief Human Capital Officer on (202) 730-3592.

A handwritten signature in black ink that reads "Timothy C. Cox". The signature is written in a cursive style with a large initial "T" and "C".

TIMOTHY C. COX  
Chief Operating Officer