

**WORKPLACE  
 VIOLENCE**

A registrant, person required to be registered or research facility must **NOT** interfere with, threaten, abuse, or harass any APHIS official in the course of carrying out his/her duties. [2.4, 2.25(c), 2.30(d)]

**Interference**

**No one** at a research facility is allowed to interfere with the inspection process. You (the inspector) do not have to tolerate abusive, threatening, or violent behavior. All threatening behavior should be taken seriously and reasonable preventive or precautionary measures should be taken.

The following are definitions of possible acts of violence or threatening behavior:

- **ABUSE (Physical)** - An act which includes pushing, shoving, or hitting
- **ABUSE (Verbal)** - An act which includes yelling, swearing, or belligerent language meant to demean, intimidate, coerce, or threaten
- **ASSAULT** - Any willful attempt or threat to inflict injury upon another person, when coupled with an apparent present ability to do so, and/or intentional display of force such as would give the victim reason to fear or expect immediate bodily harm
- **HARASS** - Any repeated action or attempted action which is intended to impede, fatigue, or exhaust another person
- **THREAT** - Any oral or written expression or physical movement that is interpreted by a reasonable person as conveying an intent to place that person in fear of bodily injury to him/herself or to a third party
- **VIOLENCE** - Any act (verbal, written, chemical or physical aggression) or attempted act which is intended to control or cause, or is capable of causing, death or serious bodily injury to oneself or others or damage to property

**DO NOT** return to a research facility where you have been threatened, assaulted, or abused:

- without appropriate resolution of the incident
- without being accompanied by another APHIS official or law enforcement agent, if appropriate

**Reporting Interference**

*Imminent Danger*

If you, the inspector/APHIS official, determine that there is imminent danger due to a person's behavior (registrant, authorized representative, employee, researcher, etc.), you should:

1. Leave the premises immediately and carefully, **in a manner that is not likely to inflame the situation further**
2. Call local law enforcement, if appropriate
3. Call your SACS as soon as possible
4. Complete an inspection report within 24 hours containing the following information:
  - ▶ any noncompliances identified prior to stopping the inspection
  - ▶ a statement that the inspection was stopped because the person(s) (give his/her name) was interfering with the inspection process
5. Complete a separate memo within 24 hours containing the following information, if applicable:
  - ▶ the names of any witnesses
  - ▶ a detailed, factual description of the person's behavior
  - ▶ any quotes or threatening statements made
  - ▶ the target of the violent or threatening behavior
  - ▶ the time and date the incident occurred
6. Send a copy of the inspection report to the research facility's Institutional Official by certified mail

*Non-Imminent Danger*

If you, the inspector/APHIS official, determine that a person's behavior (registrant, authorized representative, employee, researcher, etc.) is interfering with the inspection process, but imminent danger does not exist, you should:

1. Notify the registrant/authorized representative that you consider this behavior as interference
2. Warn the registrant/authorized representative that if the behavior continues, you will stop the inspection
3. Leave the premises immediately and carefully, **in a manner that is not likely to inflame the situation further**, if the behavior does not stop

4. Call your SACS within 12 hours of the incident
5. Complete an inspection report within 24 hours containing the following information:
  - ▶ any noncompliances identified prior to stopping the inspection
  - ▶ a statement that the inspection was stopped because the person(s) (give his/her name) was interfering with the inspection process
6. Complete a separate memo within 24 hours containing the following information, if applicable:
  - ▶ the names of any witnesses
  - ▶ a detailed, factual description of the person's behavior
  - ▶ any quotes or threatening statements made
  - ▶ the target of the violent or threatening behavior
  - ▶ the time and date the incident occurred
7. Send a copy of the inspection report to the research facility's Institutional Official by certified mail

