



ADMINISTRATOR

DEPARTMENT OF THE TREASURY
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
WASHINGTON, D.C. 20220

NOV 04 2011

MEMORANDUM TO: All Alcohol and Tobacco Tax and Trade Bureau Employees

FROM: Administrator 

SUBJECT: Workplace Dispute Prevention Policy

As Administrator, I am personally committed to TTB maintaining a harmonious and productive work environment characterized by trust and open communication, concerned leadership, prevention of harmful disputes, and resolution of conflict in the most expeditious, efficient, and effective manner possible.

Our policy is to identify potential disputes at the earliest possible stage, verify the interests of the parties, and cooperatively develop equitable and lasting solutions. TTB's Early Conflict Prevention and Resolution (CPR) Program (TTB O 2280.1) is available to facilitate resolution of work place conflicts, by assisting employees in seeking fair, equitable solutions to work-related concerns through an informal and confidential process.

Early CPR is separate and distinct from both the Equal Employment Opportunity (EEO) Complaint process and the Administrative Grievance process. The Early CPR Program provides an effective way of fostering professional relationships and morale, which are essential to an effective workplace. All communications between the parties during the Early CPR process will be held as confidential to the maximum extent possible. The Early CPR Program has the potential to not only resolve disputes at the earliest possible stage, but also to improve working relationships by ensuring a better understanding between all parties.

I ask that each of you make a personal commitment to the prevention of disruptive workplace disputes, to maintain a harmonious workplace, and to use Early CPR as a resource to help you resolve your concerns. Workplace conflict is inevitable, however it is resolvable.

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