

WORKPLACE VIOLENCE

Most workplaces are safe. However, acts of violence can occur even in the safest workplaces. Each year an estimated 1.7 million workers are victims of assault in the workplace, according to the Bureau of Justice Statistics. These assaults take many forms, from bullying and harassment, to threats and physical assault. We all share a responsibility to help keep our workplaces safe and secure.

FACTS ABOUT WORKPLACE VIOLENCE

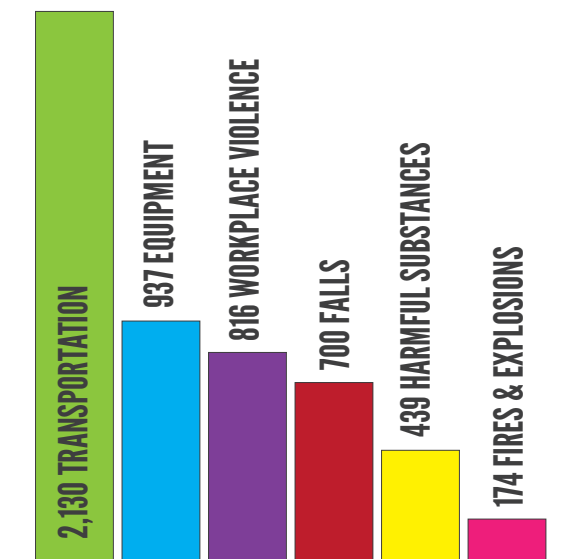
2M victims of workplace violence in 2008

526 people killed by workplace violence in 2008

80% businesses have policies addressing workplace violence

68% businesses with policies on guns in the workplace

CAUSES OF WORKPLACE DEATHS



Sources: United States Bureau of Statistics, 2008 Workplace Injuries, Illness, and Fatalities Report; and Workplace Violence: It's Security's Business, *Security Magazine*, August 2010

RECOGNIZE THE WARNING SIGNS OF VIOLENCE AT WORK

People who commit acts of violence generally give warning signs first. If an employee, customer, vendor, delivery person, or anyone else in your workplace exhibits any of the following signs, report your concerns to command leadership or law enforcement:

- » any direct or indirect threat
- » any type of physical assault
- » pattern of intimidating, harassing, or exhibiting aggressive behavior, including bullying
- » uncontrollable or explosive temper
- » stalking
- » bringing a weapon to work or having an excessive fascination with weapons
- » repeated fascination with incidents of workplace violence
- » stealing from the company or other employees
- » damaging company property or repeatedly committing safety violations

The list below includes additional concerns, and may warrant reporting, as well. When in doubt, it is always better to err on the side of caution, and report. Contact your command if you witness anyone demonstrating the following:

- » difficulty accepting authority or accepting criticism
- » symptoms of substance-abuse problems
- » sudden or marked changes in behavior
- » frequent arguing or frequent conflicts with coworkers, customers, vendors, or delivery people
- » harassment by telephone or email, including offensive jokes
- » isolation from coworkers
- » frequent disputes over disciplinary actions or a termination

WHEN ANGER ESCALATES

What to do if a person's anger escalates and you are concerned about safety:

- » Don't argue with the person. If you see changes in the person's behavior, such as screaming, shouting, or pounding fists. Contact your supervisor or security personnel for assistance.
- » Leave the area and contact security immediately if the person's anger seems out of control or if physical actions or threats appear imminent.
- » Contact security if you feel threatened or unsafe. Be careful to do so without the person noticing, so as not to cause more anger. You might need to signal to a coworker that you need help.

REPORT THREATS AND SAFETY CONCERNS

To report a threat or safety concern, take these steps:

- » Take threats seriously. Even if people say their violent comments were a joke, report the threats. Let a professional evaluate the situation.
- » Contact your Employee Assistance Program (EAP) if you wish to speak confidentially about your concerns. The information you discuss with an EAP consultant is confidential. Exceptions to confidentiality are situations involving child abuse or when a threat of danger to oneself or others is imminent. Even in these situations, only the appropriate authorities will be notified.
- » Be discreet in speaking with others. Talk with your supervisor or an EAP consultant about the problem, but not with coworkers.

- » Do not try to diagnose a problem or handle a troubling situation on your own. If you have a concern, discuss it with your supervisor, HR representative, or EAP consultant. A professional will handle the matter and determine what action to take.

SEEK SUPPORT IF YOU ARE UNDER STRESS

Certain types of stress may make you less observant and less sensitive to others' behavior. To help ensure the best possible work environment, take care of yourself during stressful times, particularly when you are experiencing any of the following:

- » Personal difficulties. For help dealing with marital, family, or, relationship difficulties, legal problems, or financial problems, talk with an EAP consultant.
- » Excessive workload. If you feel overloaded or are working extra-long hours or shifts, talk with your supervisor about ways to reduce the load.
- » Coworker conflicts. If you are having problems with a coworker or there is friction in your department, talk with your supervisor or an EAP consultant about ways to handle the problem.
- » You help promote the safest workplace possible by turning to your command leadership, security or an EAP consultant when you have safety concerns or need support.



24/7 ANONYMOUS TIP SUBMISSION
TEXT • WEB • SMARTPHONE APP

Report information about any contact or circumstance that could pose a threat to the security of U.S. personnel, resources, classified information, or controlled unclassified information to the Naval Criminal Investigative Service.
REPORT IT! Phone 1-800-543-6289 | Web www.ncis.navy.mil | Text "NCIS" + your tip info to CRIMES (274637)

