



OFFICE OF THE ADJUTANT GENERAL

North Dakota National Guard Department of Emergency Services

*The Honorable Jack Dalrymple
North Dakota Governor*

*Major General David A. Sprynczynatyk
The Adjutant General and
Director of Emergency Services*


NGND-TAG-Z

16 January 2013

MEMORANDUM FOR All Employees and/or Members of the North Dakota National Guard

SUBJECT: Workplace Violence Policy (Joint Policy 13-01)

1. The policy of the North Dakota National Guard (NDNG) is to promote a safe, respectful environment for its members and employees. We are committed to maintaining a workplace which is free from violence, threats of violence, intimidation, and other disruptive behavior. While such conduct is not pervasive within the NDNG, no agency is immune.
2. Workplace violence is more than just a physical assault or the immediate threat of a physical assault against persons or property. It encompasses any behavior that is meant to harass, harm, coerce, intimidate, threaten, or frighten others. Such behavior may include oral or written threats, expressions of intimidation or rage, or any other actions or gestures that communicate a direct or indirect threat of physical harm against persons or property.
3. Workplace violence in any form will not be tolerated. Any allegations of inappropriate conduct will be addressed swiftly and appropriate action will be taken. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.
4. We must work together as a team to effectively implement this policy and maintain a safe, respectful working environment. Managers and supervisors must be proactive in recognizing and preventing situations that could potentially lead to acts of violence and consider all options to minimize the possibility of violent incidents. Employees are responsible for reporting any threatening behavior or violent acts in the workplace they have witnessed or heard about from another person.
5. All threats need to be taken seriously. Do not ignore violent, harassing, threatening, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone in an NDNG workplace, whether they are an employee or not, report it as soon as possible to your supervisor or appropriate authority in the chain of command. Threats or assaults that require immediate attention should be reported first to law enforcement personnel by calling 911.
6. This policy is effective immediately and will remain in effect until superseded or revoked. Questions regarding this policy should be directed to the State Equal Employment Manager at 701-333-3236.


DAVID A. SPRYNCZYNATYK
Major General, NDNG
The Adjutant General