



**US Army Corps
of Engineers**
New Orleans District

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CEMVN-DD (HR/EO/OC/SS)

10 December 2008

MEMORANDUM FOR ALL MEMBERS OF NEW ORLEANS DISTRICT

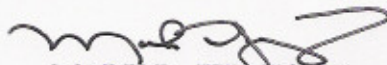
SUBJECT: Zero Tolerance Policy on Threats and Violence in the Workplace and Harassment

1. The New Orleans District is firmly committed to a work environment free from all forms of violence or harassment of any employee or applicant for employment by anyone—including supervisors, co-workers, customers, or visitors. Such harassment violates district policy, and is neither permitted nor condoned.
2. **Violence.** Every member of New Orleans District must clearly understand that threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Federal property or in connection with Federal employment or the conduct of Federal business will not be tolerated. **At New Orleans District, every threat is taken seriously.**
3. Any person who makes threats, exhibits threatening behavior, or engages in violent acts on New Orleans District property shall be removed from the premises quickly and safely, and shall remain off the premises pending the outcome of an investigation. Should the investigation substantiate that violations of this policy have occurred, district managers will initiate a decisive and appropriate response. This response may include, but is not limited to, suspension, reassignment, removal, and/or seeking the arrest and prosecution of the person or persons involved.
4. **Harassment.** This policy also prohibits any verbal, physical, or visual conduct that belittles or demeans an individual on the basis of race, color, religion, national origin, sex, age, or disability. Employees who feel that they have been harassed, or know of or suspect the occurrence of harassment of another, are strongly urged and encouraged to contact either their immediate supervisors or the Equal Employment Manager. Because of the sensitivity of harassment issues, each case will be promptly and thoroughly investigated to determine whether the harassment has occurred. All investigations will be designed to protect the privacy of, and minimize suspicion toward, all parties concerned.

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5. All employees expect a work environment that is conducive to maximum personal and professional performance. Violence or harassment of any kind eliminates these conditions. Any employee found to have violated the district's policy against violence and harassment will be subject to immediate disciplinary action. By enforcing these policies, we will preserve the right of every employee and applicant for employment to enjoy a workplace free of violence and harassment.



MARK D. JERNIGAN

LTC, EN

Deputy Commander