

EMPLOYEE ASSISTANCE PROGRAMS (EAPs)

Recognizing a personal stressor that may seem too overwhelming to handle isn't easy. Knowing the available resources and using them when needed is courageous and shows your commitment to the service, your family, and yourself. Employee Assistance Programs are free and confidential. They can help you solve problems on and off the job. Many offer 24/7 assistance with work, family, health, substance, legal, and financial issues.

- » **MILITARY ONESOURCE**
www.militaryonesource.mil / 1.800.342.9647
- » **FEDERAL OCCUPATIONAL HEALTH**
www.FOH4You.com / 1.800.222.0364
- » **FOCUS PROJECT**
www.focusproject.org / info@focusproject.org
- » **MARINE CORPS COMMUNITY SERVICES**
www.usmc-mccs.org
- » **NAVY MORALE, WELFARE AND RECREATION**
www.navymwr.org
- » **THE FLEET & FAMILY SUPPORT CENTER**
- » **CHAPLAIN SERVICES**



WORKPLACE VIOLENCE



WHAT IS THE THREAT?



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.

RECOGNIZE AND REPORT THE WARNING SIGNS

People who commit acts of violence usually give warning signs beforehand. All indicators of potential violence should be immediately brought to the attention of your command, a supervisor, security, or law enforcement. Reporting a coworker does not make you a pariah or a rat.

Your report helps alert authorities to a potential problem, allowing them to assess and investigate the situation and get the individual help, if needed, BEFORE a tragedy occurs.

Warning signs may include:

- » any direct or indirect threat
- » pattern of intimidating, harassing, or aggressive behavior, including bullying or stalking
- » uncontrollable or explosive temper
- » uncharacteristic isolation from coworkers
- » bringing an unauthorized weapon to work or having an excessive fascination with weapons
- » obsessive fascination with incidents of workplace violence
- » stealing from command or employees
- » damaging command property or repeatedly committing safety violations
- » difficulty with authority figures or accepting criticism
- » signs of substance abuse
- » sudden or marked changes in behavior or appearance
- » frequent arguments or conflicts with coworkers, customers, vendors, or delivery people
- » harassing others by telephone or email, including telling or sending offensive jokes
- » frequent disputes over disciplinary actions, termination, or other personnel actions

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. Try 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.

SEEK SUPPORT IF YOU ARE UNDER STRESS

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 issues, talk with an EAP consultant.
- » Excessive workload. If you feel overloaded or are working extra 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.

FACT:



In 2010,
518 PEOPLE WERE KILLED
in the U.S. as a result of
workplace violence.

Source // United States Department of Labor, Bureau of Labor Statistics, 2010 Census of Fatal Occupational Injuries