

## **POLICY STATEMENT ON WORKPLACE VIOLENCE**

1. Violence is any verbal, physical, psychological, threat or assault on an individual that results in physical or psychological damage. Sexual Harassment is a form of workplace violence.
2. Violent and/or harassing or threatening behavior in the workplace which harms or instills fear in others is an unacceptable way of dealing with problems, no matter how severe the problems may be. The New Hampshire National Guard will not condone nor tolerate such disruptive behavior, nor will we allow it to go uncorrected. There will be **ZERO TOLERANCE**.
3. **ZERO TOLERANCE** means management will initiate swift and appropriate disciplinary action, to include termination, against employees engaging in violent or criminal acts, harassing, intimidating, and/or threatening words or deeds against employees or management officials. It also means supervisors will be held accountable for ensuring their workplace is free from threats, intimidation, or fear and for responding promptly and appropriately to incidents of harassment, threats, or acts of violence against employees, visitors and/or property of the New Hampshire National Guard.
4. We must not only safeguard our workforce from overt acts of violence, but also from harassment, intimidation, and threats which adversely affect employee morale, workforce well being, and workplace efficiency. The New Hampshire National Guard has in place the Employee Assistance Program, which will assist employees in resolving problems on or off the job through acceptable means.
5. Workplace violence awareness training is a continuous effort for New Hampshire National Guard. Address any questions regarding this policy to the Human Resources Officer at (603) 228-1135 ext. 1328.

*//Signed//*

JOHN E. BLAIR  
Major General, NHNG  
The Adjutant General

\*This Workplace Violence Policy Statement supersedes Workplace Violence Policy Statement dated 1 January 1998.

