

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

AGOH-Z

2 June 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy # HRO-10-001, Workplace Violence Policy

1. The Ohio National Guard does not tolerate workplace violence. We are committed to our employees' well-being, health, and safety and will make every effort to prevent workplace violence. All incidents of workplace violence will be dealt with swiftly and decisively.

2. Workplace violence is defined as actions or words that endanger or harm another employee or result in other employees having a reasonable belief that they are in danger. Such actions include:
 - a. Verbal or physical harassment.
 - b. Verbal or physical threats.
 - c. Assault or other violence.
 - d. Any other behavior that causes others to feel unsafe (e.g. bullying, sexual harassment).

3. The Adjutant General's Department policy requires an immediate response to all reports of violence. All threatening incidents will be investigated and documented by appointed management officials. All employees are responsible for ensuring the immediate safety and security of other agency employees and property. If appropriate, the agency may provide counseling services or referrals for employees. The following disciplinary actions may also be taken subject to the provisions of the collective bargaining agreement, if applicable:
 - a. Oral reprimand.
 - b. Written reprimand.
 - c. Suspension.
 - d. Removal.

"When Called - We Respond with Ready Units"

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4. It is the responsibility of all employees to report any threatening behavior to management immediately. Even without an actual threat, employees should inform their supervisor of any behavior perceived as threatening or violent. This information is sensitive and all reports will be held in strict confidence. Sexual harassment will be addressed under the existing Equal Opportunity policy. Assault and other criminal behavior will be addressed under the Illegal Activities policy and prosecuted as determined by appropriate civilian authorities.

5. Point of contact regarding this policy and disciplinary actions is the Labor Relations Specialist, 1LT Daryl Scott at (614) 336-7049, DSN 346-7049, or daryl.scott@us.army.mil.



GREGORY L. WAYT
Major General
The Adjutant General

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