

## VIOLENCE IN THE WORKPLACE

In recent years, we have become more aware of violence and threatening behavior in American workplaces. While the Coast Guard is proud of its safe workplaces, we are concerned about the reality of violence in society and its potential incident in our workplaces. When Coast Guard personnel engage in disruptive or threatening activities, such behavior can escalate if we do not address it promptly and appropriately. More specific information on Violence in the Workplace is provided in Commandant Instruction 5370.1A.

Violent or threatening behavior in the workplace can generate from various sources, including current and former members and employees, disgruntled family members or friends, or members of the general public acting randomly. The Coast Guard is committed to providing a safe, healthful work environment for all military and civilian personnel where we treat each other with respect, dignity and fairness. The Coast Guard will not tolerate threatening behavior or any behavior or attempted act of physical aggression or harm by an individual that occurs at the workplace. Supervisors must address every instance of violence in the workplace immediately and appropriately.

### WHAT DO YOU DO

#### **In an emergency situation:**

- ensure individual safety
- do not try to resolve the situation yourself
- call the local emergency number (usually 911), the facility's security force, or your assigned Coast Guard Investigative Service (CGIS) if the situation requires the immediate assistance of medical or law enforcement personnel, or
- notify your Supervisor or someone else in the chain of command

#### **In a non-emergency situation:**

- Anyone that has been physically assaulted or subjected to threats of physical harm in the workplace, who know of violence or threats against other members or employees, or who know of personnel who have unauthorized firearms or other dangerous weapons at the workplace, must immediately notify their supervisor or someone else in the supervisory chain of command or
- Notify the Employee Assistance Program Coordinator (EAPC) at (757) 4028, after hours through Atlantic Area Command Operations (757) 398-6231, (if EAPC unavailable contact Work Life Supervisor at (757) 686-4020.