

# Administrative Notice

AMS-08-05 1/11/08

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## 2008 WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT

A work environment free of workplace violence is critical to the welfare of AMS employees and the operational efficiency of our programs. I am committed to maintaining an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. While this kind of conduct is not pervasive in AMS, no workplace is immune. Disruptive behavior at one time or another can affect every workplace. However, workplace violence in AMS will **NOT** be tolerated and any employee engaging in workplace violence will be disciplined and may be removed from service.

Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior in the workplace. If you observe or experience such behavior by anyone while on duty, whether the person is a coworker, an industry representative, a client, or another Federal employee, report it immediately to your supervisor or the AMS Workplace Violence Prevention Coordinator (Eileen L. Broomell, 202-720-4352, [eileen.broomell@USDA.gov](mailto:eileen.broomell@USDA.gov)). Such reports are taken seriously and shall be investigated.

In order to promote a peaceful work environment, we encourage employees and supervisors to enroll in courses on effective communications, problem solving, building effective working relationships, stress management, or similar course topics. Also available to employees is the Employee Assistance Program (EAP) (800-222-0364) that offers confidential services to employees needing guidance on coping with work-related or personal issues. AMS' Alternative Resolution Service (AR) (866-227-0328) can also be contacted to help resolve conflicts between co-workers, within work groups, or between employees and supervisors.

Working together, we can maintain a safe and productive work environment for all. It is a shared obligation, from the top down.

/s/

Lloyd C. Day  
Administrator

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**Distribution:** All AMS  
Employees

**Expiration Date:** 12/31/08

**Originating Office:** C&A