

United States Department of Agriculture
Marketing and Regulatory Programs
Agricultural Marketing Service

Administrative Notice AMS 19-1 1/1/19

2019 WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT

A work environment free of workplace violence is critical to the welfare of Agricultural Marketing Service (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 and the AMS Workplace Violence Prevention Coordinator (Leon R. Reynolds, 202-720-2374, Leon.Reynolds@ams.usda.gov). Such reports are taken seriously and will be pursued.

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. The Employee Assistance Program (1-800-222-0364) offers confidential services to employees seeking guidance on how to cope with work-related or personal issues. AMS' Alternative Resolution program (1-866-227-0328) may also be utilized to resolve conflicts among coworkers, within work groups, or between employees and supervisors.

Working together, we can maintain a safe and productive work environment for all.

/s/

Bruce Summers
Administrator