



**DEPARTMENTS OF THE ARMY AND AIR FORCE
JOINT FORCE HEADQUARTERS WISCONSIN
WISCONSIN NATIONAL GUARD
2400 WRIGHT STREET
POST OFFICE BOX 8111
MADISON WISCONSIN 53708-8111**

WING-Z

1 February 2015

MEMORANDUM FOR The Department of Military Affairs

SUBJECT: Prevention of Workplace Violence – TAG POLICY MEMORANDUM 12

1. The Department of Military Affairs (DMA) and Wisconsin National Guard (WING) are committed to the health and safety of each employee by providing a work environment that is free of harassment, threats and acts of violence. Prevention of violence in the workplace is an issue of national importance. We should all be aware that every workplace, at some time, could be affected by disruptive behavior.
2. All employees play a key role in preventing workplace violence, and we should be aware that changes in policies, working conditions, and the increasing operational tempo may cause additional stress on individuals. Managers and supervisors should be aware of employees whose behavior, attitude, or performance has adversely changed – perhaps due to job (or non-job) related stress. These employees may be referred to the Wisconsin National Guard Employee Assistance Program (WINGEAP) currently provided by FEI Behavioral Health (<http://feiap.com>) for resources that may provide assistance with their specific concerns.
3. Violence, threats, harassment, intimidation and other disruptive behavior in our workplace will not be tolerated. Such behavior may be verbal, written, gestures, or expressions that communicate a direct or indirect threat of physical harm. All reports of such incidents shall be taken seriously and shall be dealt with appropriately. Individuals who exhibit such behavior may be removed from the premises and may be subject to corrective/disciplinary actions, criminal penalty, or both.
4. We need the cooperation of all employees and military members in maintaining a safe work environment. Do not ignore violent, threatening, harassing, intimidating or other disruptive behavior.
 - If you observe or experience such behavior by anyone on workplace premises – whether or not he or she is a DMA / WING employee or military member – report it immediately to a supervisor or manager.

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- Supervisors or managers who witness this type of behavior, or receive such reports, should seek advice from their next level in the chain of command and/or the Federal Human Resources Office (HRO) at 608-242-3700/3702/3707, the DMA Legal or SJA Office at 608-242-3072/3073/3077 regarding investigation of the incident and initiation of appropriate action.

PLEASE NOTE: Threats or assaults that require immediate attention (high risk level) should be reported first to base security (for ANG bases) or to local law enforcement authorities (dial 911).

5. I support all efforts by supervisors and leaders in dealing with violent, threatening, harassing, intimidating or other disruptive behavior in our workplace. The following individuals may be contacted for more information:

Equal Employment Manager
608-242-3702/DSN 724-3702

Labor Relations Specialist
608-242-3707/DSN 724-3707

Wisconsin DMA Attorney
608-242-3072/ DSN 724-3072

State Human Resources Officer
608-242-3163

Office of the Inspector General
608-242-3085/DSN 724-3085



DONALD P. DUNBAR
Maj Gen, Wisconsin National Guard
The Adjutant General