



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

WING-Z

14 August 2020

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. These employees may be referred as appropriate to the Wisconsin National Guard Employee Assistance Program (WINGEAP) currently provided by FEI Behavioral Health (<http://feieap.com>, username GOGUARD) or the Workplace Resilience Program (<http://feleap.com>, username SOWI) 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 in the form of oral or written communication or 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 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/she is a DMA/WING employee, 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, as appropriate, the Federal Human Resources Office, the State Human Resources Office, DMA Legal, or the Staff Judge Advocate (SJA) Office 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

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



PAUL E. KNAPP  
Maj Gen, Wisconsin National Guard  
The Adjutant General