



DEPARTMENT OF THE ARMY
DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER
PRESIDIO OF MONTEREY
MONTEREY, CALIFORNIA 93944-5000

ATFL-CMDT

24 November 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #8 - Violence in the Workplace

1. Purpose: To set guidelines for the Defense Language Institute Foreign Language Center (DLIFLC) policy on Violence in the Workplace.
2. Applicability: This policy applies to all civilian employees and military supervisors of civilian employees assigned to or under the operational control of the DLIFLC.
3. Proponent: The proponent for this policy is the Civilian Personnel Advisory Center (CHRA-WER-G) at (831) 242-5160.
4. The DLIFLC leadership is dedicated to promoting a safe environment for its employees. We are committed to working with employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. While this kind of conduct is not common at this installation, no work environment is immune. Every organization may be affected by disruptive behavior at one time or another.
5. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or perceived threat of physical harm. All reports of incidents will be taken seriously and will be dealt with appropriately. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.
6. We need every employee's cooperation to implement this policy effectively and maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. Such behavior is unacceptable and will not be tolerated. In accordance with AR 690-700, Chapter 751, Table 1-1: Table of Penalties for Various Offenses, employees can receive a written reprimand to remove from federal service for a first offense, depending on the circumstances of the incident. If you observe or experience such behavior by anyone, whether he or she is a DLIFLC employee or not, report it immediately to a supervisor or manager. Supervisors and managers who receive such reports should seek advice from the Labor/Management Employee Relations Office at 242-4888 or 6114 regarding investigating the incident and initiating appropriate action. Please note: Threats of assaults that require immediate

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attention by the police should be reported first to the Presidio of Monterey Police Department at 242-7851.

7. All employees on the installation have a basic right to a safe and healthy working environment. Acts of violence in the workplace will not be tolerated and all efforts made by supervisors and managers in dealing with this type of behavior will be supported.

A handwritten signature in black ink, appearing to read 'G. M. Hausman', with a stylized flourish at the end.

GARY M. HAUSMAN
COL, MI
Commandant