



Military and Naval Affairs

ANDREW M. CUOMO
Governor
Commander-in-Chief

ANTHONY P. GERMAN
Major General
The Adjutant General

MNAG-TAG

1 JUN 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Violence in the Workplace Policy

1. **Applicability:** This policy is applicable to all members assigned to the State's Organized Militia, including the Army National Guard, Air National Guard, Naval Militia, New York Guard, and all State and Federal employees of the Division of Military and Naval Affairs (Division) and Joint Force Headquarters-NY.
2. The Division is dedicated to ensuring that all employees work in a safe and secure environment. The Division has a zero tolerance policy and employees are expected to work together to provide a safe workplace where violence is not tolerated and every effort is made to prevent it. Any action or behavior that is threatening to another's physical safety or emotional health is unacceptable.
3. Verified threats or violent acts will result in immediate and appropriate disciplinary action, which may include termination and/or discharge.
4. Workplace violence includes physical or verbal aggression directed toward others or at State or Federal property and equipment. Acts or threats of violence, whether made directly or indirectly, by words or symbols, violate the Division's policy to provide a safe workplace for its employees.
5. Supervisors are held accountable for safeguarding the workplace from threats, intimidation or fear, and responding promptly and appropriately to incidents of harassment, threats, or acts of violence. Management at all levels must report any incidents of violence in the workplace as outlined below. Appropriate action necessary to resolve the issue must be initiated immediately.
6. All employees have an obligation to report, without fear of reprisal, any threat they have witnessed, received, or heard. Such threats should be reported immediately through the chain of command or supervisory levels to the State and Federal Human Resources Directorates as outlined below.
7. Managers, Soldiers, Airmen and Federal and State employees should immediately report incidents as follows:

MNAG-TAG
SUBJECT: Violence in the Workplace Policy

- a. Federal Technicians, Soldiers, and Airmen will contact the State Equal Employment Manager, Capt Ashley N. FitzGibbon at (518) 786-4733.
 - b. State Employees and members of the New York Guard and Naval Militia will contact MNHS Labor Relations Representative, Ms. Susan Schmidt at (518) 786-6143.
6. This policy supersedes "Violence in the Workplace Policy" memorandum, dated 21 May 2015.



ANTHONY P. GERMAN
Major General, NYANG
The Adjutant General

DISTRIBUTION:
AA, BB, BR, C,
D, E, F1-F8, S