



## Military and Naval Affairs

**ANDREW M. CUOMO**  
Governor  
Commander-in-Chief

**RAYMOND F. SHIELDS, JR.**  
Major General  
The Adjutant General

MNAG-TAG

4 May 2020

### 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, the Air National Guard, the Naval Militia, and the New York Guard, and to all Federal and State employees of the Division of Military and Naval Affairs.
2. There is absolutely no place in our organization for workplace violence. I expect every employee and service member to treat each other with dignity and respect at all times. We may not always agree with one another but resorting to behavior (verbal or physical) which threatens physical harm or creates fear will not be tolerated.
3. I am committed to ensuring we all have a safe, pleasant work environment. I have a zero tolerance policy regarding workplace violence. Any action or behavior which is threatening to another's physical safety or emotional health is unacceptable.
4. Verified threats or violent acts will result in immediate and appropriate disciplinary action, up to and including termination and/or discharge.
5. Workplace violence includes physical or verbal aggression directed toward others, acts or threats of violence, whether made directly or indirectly, by words or symbols.
6. 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. Action necessary to resolve the issue will be initiated immediately.
7. 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.

MNAG-TAG

SUBJECT: Violence in the Workplace Policy

8. Service members, federal and state employees should immediately report incidents as follows:

a. Federal Technician and Title 5 National Guard employees will contact the Labor Relations Specialist, Brenden O'Keefe, at 518-786-4728.

b. Soldier and Airmen will contact the State Equal Employment Manager (SEEM), LTC Monique L. Foster, at 518-786-4733.

c. State employees and members of the New York Guard and Naval Militia will contact State Human Resources (MNHS) Labor Relations Representative, Mr. Michael D. Blair, at 518-786-6143.

9. In accordance with New York State Labor Law, section 27-b this policy is intended to be inclusive of the state employee workforce by ensuring workplace evaluation that is designed to identify the risks of workplace violence. Employee representatives will be involved at a minimum in:

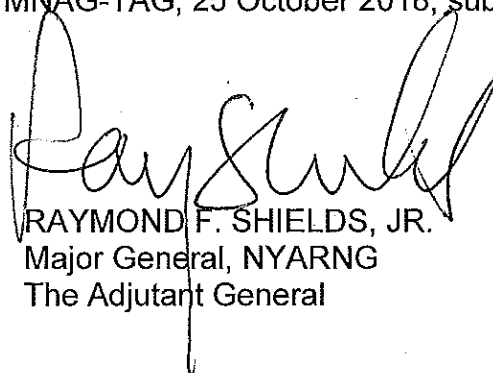
a. Evaluating the physical environment;

b. Helping to develop the Workplace Violence Prevention Program;

c. Reviewing workplace violence incident reports, at least annually, to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken; and

d. All employees annually will complete the Workplace Violence Prevention Training Program.

10. This policy supersedes memorandum MNAG-TAG, 25 October 2018, subject: Violence in the Workplace Policy.



RAYMOND F. SHIELDS, JR.  
Major General, NYARNG  
The Adjutant General

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