



**Division of Military
and Naval Affairs**

KATHY HOCHUL
Governor

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

MNAG-TAG

26 MAY 2026

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Violence in the Workplace Policy

1. **Applicability:** This policy is applicable to all members assigned to the New York Naval Militia, New York Guard, and New York State (NYS) employees of the Division of Military and Naval Affairs (DMNA).

2. There is absolutely no place in our organization for workplace violence. Every individual is expected to treat others with dignity and respect at all times. We may not always agree with one another, but resorting to behavior, whether verbal or physical in nature, which threatens physical harm to create fear will not be tolerated.

3. DMNA is committed to ensuring all have a safe pleasant work environment. There is 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 will be held accountable for safeguarding the workplace from threats, intimidation or fear, and are expected to promptly report incidents of harassment, threats, or acts of violence to State Human Resources (MNHS). Action necessary to resolve the issue will be initiated by MNHS.

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 Human Resources as outlined below.

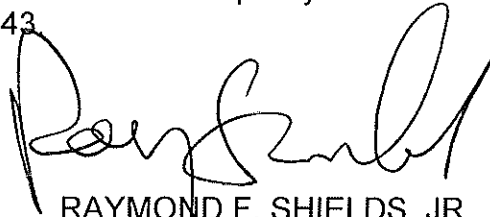
8. In accordance with NYS Labor Law, section §27-b this policy is intended to be inclusive of the state employee workforce by ensuring the workplace evaluation designed identifies and minimizes the hazards of workplace violence to its employees. Employee representatives will be involved at a minimum in:

- a. Evaluating the physical environment;

MNAG-TAG

SUBJECT: Violence in the Workplace Policy – For New York State Employees

- 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. Annually completing the Workplace Violence Prevention Training Program.
9. This policy supersedes memorandum, MNAG-TAG, 26 April 2022, subject: Violence in the Workplace Policy.
10. For questions or requests for information on this policy contact MNHS Labor Relations, Guy Yesse at 518-786-6143



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

DISTRIBUTION:

AA, BB, BR, C, D, E, FI, F2, F4- F8