



STATE OF VERMONT  
OFFICE OF THE ADJUTANT GENERAL  
CAMP JOHNSON  
COLCHESTER  
05446-3004

NGVT-TAG

10 June 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Annual Update Workplace Violence Policy

1. The Vermont National Guard Workplace Violence policy has been established so each employee can be assured measures are in place that deter stress, recognize potential conflicts and expedient actions are taken to eliminate disruptive behavior. 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 pervasive within the Vermont National Guard, no agency is immune. Every agency is affected by disruptive behavior at one time or another.
2. Leaders must take all violence, threats, harassment, intimidation and other disruptive behavior as serious violations and take appropriate disciplinary actions against individuals who commit such offenses. Behavior includes oral or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm. If you witness a person behaving violently and believe he/she is an immediate threat to himself or others, remain calm, disengage and call 911. After you have called 911, report the incident to the Camp Johnson Security Office at 338-3030, additionally all conflicts will be reported to the Workplace Violence Program Manager, CW3 Doris J. Sumner, (802) 338-3148. An annual assessment provided to Senior Leaders will determine the effectiveness of the program.
3. This supersedes memorandum date 01 June 2008, same subject. Please post on All Prominent Bulletin Boards. If you have any questions or concerns please contact; CW3 Doris J. Sumner, email [doris.sumner@us.army.mil](mailto:doris.sumner@us.army.mil) or by phone at (802) 338-3148.

A handwritten signature in black ink, appearing to read 'M. D. Dubie'.

MICHAEL D. DUBIE  
Major General  
The Adjutant General

Distribution: A