



**STATE OF VERMONT**  
**OFFICE OF THE ADJUTANT GENERAL**  
789 Vermont National Guard Road  
Colchester, Vermont 05446-3099

NGVT-J1-HE

04 June 2010

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Policy Memorandum (NGVT-J1-HE) 2010-3, Workplace Violence Policy**

**1. References.**

a. Department of Labor, Occupational Safety and Health Administration Standard, Section 5(a)(1) and (2). OSHA Act of 1970

**2. Purpose.** To establish Vermont National Guard Policy on Workplace Violence.

**3. Effective Date.** This policy is effective immediately when signed. All previous versions are obsolete.

**4. Applicability.** This policy applies to all Air Force or Army Federal Technicians (excepted or competitive, permanent or temporary) employed by the Vermont National Guard.

**5. Policy.**

a. 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.

b. 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

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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.

6. CW3 Doris J. Sumner is the Vermont JFHQ Workplace Violence Manager. She can be reached at (802)-338-3148 or email [doris.sumner@us.army.mil](mailto:doris.sumner@us.army.mil).



MICHAEL D. DUBIE  
Major General  
The Adjutant General

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