



**Armed Forces Retirement Home  
Chief Operating Officer  
3700 N. Capitol Street, P.O. Box 1303  
Washington, DC 20011-8400**

December 3, 2012

**MEMORANDUM FOR ALL MANAGERS, SUPERVISORS AND EMPLOYEES OF  
THE ARMED FORCES RETIREMENT HOME**

**Subject: 2013 Policy Statement Regarding Prevention of Workplace Violence**

As I begin my third year as the Chief Operating Officer of the Armed Forces Retirement Home (AFRH), I would like to reaffirm my continued support of AFRH's policy regarding the prevention of workplace violence.

The focus of our policy is to promote a safe environment for our Residents and employees in which we foster a work environment where every employee exhibits the highest level of professional behavior and courtesy.

Violence, threats, harassment, intimidation and other disruptive behavior in our workplace will *not* be tolerated: all reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral and/or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts are subject to disciplinary action up to and including removal from their positions. In addition to any disciplinary action, violators may be subject to being removed from the premises by the AFRH Security team or by civil authorities as well as subsequent prosecution by civil authorities.

Employees are to *immediately* report to a manager or supervisor violent, threatening, harassing, intimidating or other disruptive behavior that occurs on our Agency's premises (whether or not the disruptive person is an AFRH employee). **Threats or assaults that require immediate attention should be reported first to the AFRH Campus Security Office. In Washington DC they are at (202) 541-7500 and in Gulfport they are at (228) 897-4418.** Managers and supervisors who receive such reports should seek advice from the Employee Relations Office located at the Bureau of Public Debt on (304) 480-8334, as well as notifying the AFRH Chief Human Capital Officer.

If you have any questions regarding this policy statement, please contact Ms. Donna Smith, the AFRH Chief Human Capital Officer, on (202) 541-7531.

STEVEN G. MCMANUS  
Chief Operating Officer