



**Armed Forces Retirement Home  
Chief Operating Officer  
3700 North Capitol Street, N.W.  
Washington, DC 20011-8400**

September 17, 2019

**MEMORANDUM FOR MANAGERS, SUPERVISORS AND EMPLOYEES  
OF THE ARMED FORCES RETIREMENT HOME (AFRH)**

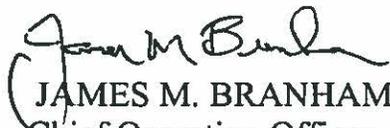
**Subject: 2019 Policy Statement Regarding Prevention of Workplace Violence**

The goal of the AFRH is to promote a safe environment for our Residents, employees and contract staff. Every member of the AFRH Team should help 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 communicates 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 which occurs on our Agency's premises, whether or not the disruptive person is an AFRH employee. Threats or assaults which require immediate attention should be reported first to the AFRH Security Office. The telephone number to call in Washington, DC, is (202) 541-7500 and in Gulfport, MS, (228) 897-4418. Managers and supervisors who receive such reports, should seek advice from the AFRH Chief Human Capital Officer.

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

  
JAMES M. BRANHAM  
Chief Operating Officer