

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL HUMAN RESOURCES MANAGEMENT CENTER
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In Reply Refer To:
1400-735 (HR-220)P

October 22, 1996

EMS TRANSMISSION
Instruction Memorandum No. HR-97-003
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To: All BC, DW, HR, RS Employees
From: Director, National Human Resources Management Center
Subject: Violence in the Workplace Policy

This policy establishes a "Zero Tolerance" policy for violent, harassing or threatening behavior at the National Business Center, National Human Resources Management Center, National Applied Resource Sciences Center, and IRM/Modernization.

Violent, harassing or threatening behavior in the workplace which harms or instills fear in others is an unacceptable way of dealing with problems. This type of behavior will not be condoned or tolerated, nor will it go uncorrected.

There will be "Zero Tolerance." Zero Tolerance means management will initiate swift and appropriate disciplinary action, against employees engaging in violent, harassing, intimidating, and/or threatening behavior directed against employees or management officials. It also means managers and leaders will be held accountable for ensuring their work areas are free from threats, intimidation, or fear and for responding promptly and appropriately to incidents of harassment, threats, or act of violence.

Additional information or assistance on this subject can be obtained from the Employee Relations Office at 236-6701 or 236-6505.

Signed
Linda D. Sedbrook
Director, National Human Resources
Management Center

Authenticated by
Maria C. Martinez
Personnel Clerk

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