



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Alaska State Office

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<http://www.blm.gov/ak>



In Reply Refer To:
1112 (950) P

March 27, 2007

Instruction Memorandum No. AK 2007-025

Expires: 09/30/2008

To: All Employees

From: State Director

Subject: Violence and Threats in the Workplace

The Bureau of Land Management has a “zero tolerance” policy for workplace violence. Workplace violence is defined as violent, harassing, or threatening behavior directed at an employee by another employee or by a person or persons from outside the BLM. While this kind of conduct is certainly not common in the offices of the BLM – Alaska, ultimately no workplace is completely immune.

I pledge my commitment to ensuring that all of our employees work in a safe and secure environment. Therefore, I am directing the following policy for the BLM – Alaska:

- Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated. This behavior includes oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.
- Any reports of such behavior shall be dealt with promptly and appropriately. Individuals who commit serious acts may be removed from the premises, barred from the facility, and face disciplinary actions and/or criminal penalties.
- I hold each supervisor / manager accountable for taking prompt, appropriate corrective action when they become aware of such behavior. They are to immediately contact their servicing Human Resource Specialist for guidance.

- Supervisors / managers at the Alaska State Office must notify the Federal Protective Service (extension 5995) of any threatening or violent incidents that occur within the Anchorage Federal Office Building. Supervisors / managers at the field offices must immediately notify their Law Enforcement Ranger of such incidents; if no Ranger is available during a violent incident, dial 911 and request the assistance of local law enforcement officers.
- I will support all efforts made by supervisors and agency specialists in dealing with violent, threatening, harassing, intimidating, or other disruptive behavior in our workplace, and will monitor whether this policy is being implemented effectively.
- I will support all efforts to resolve developing conflicts at an early stage through the use of mediation and alternative dispute resolution.

A video training program, “Workplace Violence: Recognizing and Defusing Aggressive Behavior,” is available for employees, supervisors, and managers to help them recognize workplace violence and properly address inappropriate behaviors. Supervisors should contact the State Safety Officer, Ken Higgins, at 907-271-6370, to reserve the video for a showing at their office.

We are all responsible for maintaining a safe work environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe, experience, or are aware of such behavior by anyone in the workplace you should report it immediately to a supervisor or manager. Employees should directly contact their local law enforcement organization at 911 if they feel they are in immediate physical danger.

If you have any questions concerning this policy, you may contact the following:

1. your supervisor
2. Human Resources at 271-3161
3. State Safety Officer at 271-6370

Signed by:
Gust C. Panos
Acting State Director

Authenticated by:
Maria Rivero-Folmar
Records Specialist