



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 8TH THEATER SUSTAINMENT COMMAND
FORT SHAFTER, HAWAII 96858-5100

APTS-CG

9 MAY 2008

MEMORANDUM FOR All Military Personnel, Contractors, and Department of Defense
Civilian Employees within Hawaii Installations

SUBJECT: Green Tab Memorandum Safety-1, Violence in the Workplace

1. References.

- a. Occupational Safety and Health Administration, 29 CFR 1960.
- b. AR 385-10, The Army Safety Program, 23 Aug 07.
- c. DA Pam 385-10, Army Safety Program, 24 Aug 07.

2. Applicability. This policy applies to all Soldiers, Civilians, Family members, contractors, and other personnel who work on, reside on, or visit any US Army installations, facilities, or work sites in Hawaii.

3. Policy.

a. Individuals at all levels of this command will be treated with fairness at all times. It is the responsibility of the entire workforce to promote and maintain a workplace free of violence or threats of violence, harassment, intimidation, threats, bullying, or any disruptive or disrespectful behavior. These behaviors include oral and written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

b. Violence, disruptive behavior, threats, intimidation, or harassment in the workplace will not be tolerated. All reports of violations of this policy will be taken seriously and dealt with appropriately. Individuals who violate this policy may be removed from the premises and will be subject to appropriate disciplinary actions up to and including dismissal.

c. Safety in the workplace is the responsibility of both the employer and employee. It should be clearly understood that any act of violence will not be tolerated and should be immediately reported to the chain of command or any supervisory official. Threats or assaults that require immediate attention will be reported to the Military Police at 655-7114.

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4. Expiration Date. This policy supersedes CG Green Tab Memorandum Safety-1, Violence in the Workplace, 15 Aug 05, and remains in effect until cancelled or superseded in writing.

5. Proponent for this memorandum is the Directorate of Installation Safety (DIS). Direct questions concerning this policy to 655-6655.

A handwritten signature in dark ink, appearing to read 'Raymond V. Mason', is written over the typed name.

RAYMOND V. MASON
MG, USA
Commanding