



## **Marine Corps Base Hawaii Commanding Officer's Policy *Work Place Violence for Civilian Employees***

All individuals have the right to a workplace that is free of physical violence, harassment, intimidation, or disruptive behaviors. Such activities and conduct will not be tolerated aboard Marine Corps Base Hawaii (MCBH).

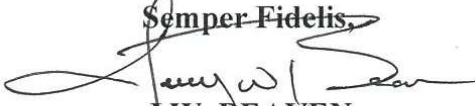
Every civilian employee must work to promote a culture of respect and tolerance, while adhering to the highest standards of personal conduct. Employees are prohibited from making threats or engaging in violent activities. Prohibited behaviors include, but are not limited to:

- Causing physical injury to another person
- Making direct or indirect threatening remarks or gestures
- Acting in an aggressive or hostile manner that creates a reasonable fear of injury or distress
- Damaging government or employee property
- Possessing a weapon while at work

Employees may report threatening and disruptive behaviors to their supervisor, chain of command, PMO, or Program Manager. Reports will be appropriately investigated. Subsequent actions will be taken consistent with law and policy, and could include criminal charges, a medical or psychological fitness for duty review, disciplinary measures, termination, and debarment from MCBH.

Due to the potential threat of workplace violence, supervisors are responsible for ensuring building emergency plans are sufficient to address acts of violence, and should include potential protective responses such as evacuation, running, hiding, and accountability processes. Supervisors must also establish a work environment that promotes mental and physical wellness. For information regarding wellness programs, employees may contact the Department of the Navy Civilian Employee Assistance Program (DONCEAP) 247 at 1-844-366-2327.

Leaders and supervisors will familiarize themselves with the MCBH Civilian Personnel Workplace Violence Prevention and Response guide. If you have any questions or require additional resources, please contact the Installation Protection Program Manager at 496-3023/8845.

*Semper Fidelis,*  
  
**J.W. BEAVEN**  
Colonel, U.S. Marine Corps  
Commanding Officer,  
Marine Corps Base Hawaii