



**Animal and Plant Health Inspection Service
Workplace Violence Prevention Policy Statement**

Animal and
Plant Health
Inspection Service

Office of the
Administrator

1400 Independence
Avenue SW
Washington, DC
20250

Promoting and maintaining a safe work environment is critical to the welfare of our employees and our ability to carry out our mission. Just as we work daily to safeguard the Nation's agriculture and natural resources, we must also work daily to ensure a safe and harmonious work environment for all.

As Administrator, I am committed to ensuring that the Animal and Plant Health Inspection Service (APHIS) maintains the highest standard of excellence for professionalism in the workplace. As Federal employees, we are all responsible for proper and professional workplace conduct. Each customer, stakeholder, and employee should be treated fairly and equitably, with dignity and respect. The policy applies not only to how you as an employee should act, but also to how you deserve to be treated by others.

Workplace violence is defined as any act of physical violence, threat of physical violence, harassment, intimidation, and other threatening, disruptive behavior occurring at the work site. There is zero tolerance for this behavior at APHIS. Behavior such as this occurs very rarely within APHIS; however, I realize no workplace is completely immune from potential conflict and disruptive behavior. Those individuals engaging in such activity may be removed from the premises and subject to disciplinary actions and/or criminal penalties. Each of us can mitigate the risk of harassing, threatening, or violent behavior by (1) assessing our communication styles and identifying where and how we can improve; (2) renewing our commitment to treat others with dignity and respect and showing that commitment through our actions; and, (3) ensuring all workplace communications, both verbal and written, demonstrate these values.

If you experience or witness acts or threats of violence, immediately report the matter to your supervisor, manager, and/or the Workplace Violence and Prevention Coordinator. You can contact the APHIS/Foreign Agricultural Service Workplace Violence and Prevention office via a 24 hour, toll-free number – 1-866-234-3174. You may also send an email to wpv@aphis.usda.gov or complete APHIS Form 259-R (Workplace Incident Report), located at <http://www.aphis.usda.gov/library/forms/pdf/aphis259.pdf>.

All employees have a responsibility to be alert and to report potential workplace violence behavior. In addition, supervisors and managers are required to take prompt action to address any workplace violence complaints and ensure that no retaliation takes place against any employee or individual making a complaint or providing information about a complaint. Failure to report workplace violence incidents is considered a violation of this policy. All reports are taken seriously and are investigated.

In cases involving imminent danger, dial 911.

This policy must be posted in all workplaces, so employees and the public can view our commitment to Workplace Violence Prevention
https://www.aphis.usda.gov/civil_rights/downloads/workplace_violence.pdf.

Kevin Shea
Administrator