



Animal and Plant
Health Inspection
Service

Animal and Plant Health Inspection Service Workplace Violence Prevention Policy Statement

Office of the
Administrator

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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 every day 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 standards of professionalism in the workplace. As Federal employees, we are all responsible for appropriate workplace conduct. Each APHIS 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 any act of physical violence, threat of physical violence, harassment, intimidation, or other threatening, disruptive behavior that occurs at the work site. There is absolutely zero tolerance for this behavior at APHIS. While such issues occur very rarely here, I realize that no workplace is immune from potential conflict and disruptive behavior. Individuals engaging in such activity may be removed from the premises and subject to disciplinary actions and/or criminal penalties. We can all 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 that all workplace communications, both verbal and written, demonstrate these values.

If you experience or witness acts or threats of violence, you should immediately report the matter to your supervisor, manager, 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 can 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 situations and unacceptable behavior. Failure to report workplace violence incidents is considered a violation of this policy. All reports are taken seriously and are investigated. 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. ***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

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