



NOV - 5 2008

Washington, D.C. 20530

MEMORANDUM FOR ALL DEPARTMENT OF JUSTICE EMPLOYEES

FROM: Lee J. Lofthus
Assistant Attorney General
for Administration

A handwritten signature in black ink, appearing to read "Lee J. Lofthus", written over the printed name.

SUBJECT: Violence in the Workplace

It is the policy of the Department to provide a safe work environment for its employees. The Department will not tolerate violence, threats, harassment, intimidation, and other disruptive behavior. Reports of such incidents will be taken seriously and dealt with appropriately. Disruptive behavior may include, but is not limited to, oral or written statements, emails, gestures, the throwing of objects, and other actions or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action and/or arrest.

The Department asks for the cooperation of its employees to maintain a safe working environment. Employees should report violent, threatening, harassing, intimidating, and other disruptive behavior. Employees who observe or experience such behavior by anyone on agency premises should report it immediately to a supervisor or manager. Supervisors and managers who receive such reports should seek advice from the appropriate Human Resources Office regarding investigating the incident and initiating appropriate action, which may include consulting an Employee Assistance Program Counselor. Threats or assaults that require immediate attention by security or police should be reported immediately to the appropriate authorities (i.e., local police, the local building security, or the Federal Protective Service).