



United States  
Department of  
Agriculture

Animal and  
Plant Health  
Inspection  
Service

Marketing &  
Regulatory  
Programs Business  
Services

Washington, DC  
20250

**TO:** ALL APHIS EMPLOYEES

**FROM:** W. Ron DeHaven  
Administrator

**SUBJECT:** APHIS Prevention of Workplace Violence Policy

It is the USDA's policy to promote a safe environment for its employees. APHIS is committed to working with employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, bullying, and other disruptive behavior which may create a hostile work environment.

Violence, threats, harassment, intimidation, bullying, and other disruptive behavior in our workplace will not be tolerated; that is, all reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, 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, criminal penalties, or both.

We need your cooperation to implement this policy effectively and to maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating, bullying, or other disruptive behavior. If you observe or experience such behavior by anyone on APHIS premises, whether he or she is an APHIS employee or not, report it immediately to a supervisor or manager. A serious situation witnessed by employees and reported to supervisors should be reported to Workplace Violence immediately! Supervisors should immediately contact the Workplace Violence Prevention and Response Program at (301) 734-3173, (301) 734-3174, or 1-866-234-3174 (toll free, 24 hours 7 days per week), then contact the Employee Relations Specialist.

**[PLEASE NOTE: Threats or assaults that require immediate attention by security or police should be reported first to building security or to police at 911.]**

I will support all efforts made by managers, supervisors, Employee Relations and Workplace Violence Specialists in dealing with violent, threatening, harassing, intimidating, bullying, or other disruptive behavior in our workplace and will monitor whether this policy is being implemented effectively. The Workplace Violence Prevention and Response Program conduct workplace violence prevention training at no cost to APHIS programs. If you have any questions about this policy or to schedule workplace violence prevention training, please contact the APHIS Workplace Violence Prevention and Response Program Coordinator, Mr. John Capehart at (301) 734-3173 or via e-mail at [John.L.Capehart@aphis.usda.gov](mailto:John.L.Capehart@aphis.usda.gov).



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