DEPARTMENTS OF THE ARMY AND THE AIR FORCE
HEADQUARTERS, TENNESSEE ARMY AND AIR NATIONAL GUARD
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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Workplace Violence, Zero Tolerance

1. The Tennessee National Guard is committed to our employees' health and safety. In order to provide a more "respectful workplace" we must all work together as a team toward that goal. We shall refuse to tolerate violence in the workplace and will make every effort to prevent it. The Tennessee National Guard's position on threats and violence in the workplace is "ZERO TOLERANCE".

2. Any behavior that is threatening to another employee's physical or emotional safety will not be tolerated. Verified threats or violent acts will result in immediate disciplinary action up to and including termination. This violence is physical or verbal aggression toward others or directed at the property and equipment of the Tennessee National Guard. No employee who makes a threat or completes a violent act should expect to maintain privacy in those areas that need to be investigated to assure a safe work environment.

3. Each employee has an obligation to immediately report any threat be co-worker or supervisor. In addition, I direct management at all levels to immediately investigate any actions that may be perceived to be a threat. Upon investigation, managers and/or supervisors will take whatever appropriate action necessary to resolve the issue.

4. I have directed our Human Resource Office to develop a procedure and program to enforce and support my "Zero Tolerance" policy on threats and violence in the workplace.

5. Point of contact for this policy is the State Equal Employment Manager, CPT Heidi R. Jackson at COMM (615) 313-3041/DSN 683-3041.

TERRY M. HASTON
Major General
The Adjutant General