



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
HEADQUARTERS, KANSAS NATIONAL GUARD
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NGKS/TAG

1 April 2020

MEMORANDUM FOR All Kansas National Guard Employees

SUBJECT: TAG Policy Letter #18, Workplace Violence

1. It is the Adjutant General's policy to promote a safe environment for the Kansas National Guard's employees. The Kansas National Guard is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. We should all be aware that every workplace, at some time, could be affected by disruptive behavior.
2. Work place violence includes any act of violent behavior, threat of physical violence, harassment, intimidation, bullying, verbal or non-verbal threat, or other threatening, disruptive behavior that occurs at or outside the work site. Threats, harassment, intimidation, violence, and other disruptive behavior in our workplaces or outside the work site, to include social media, will not be tolerated. All reports of incidents will be taken seriously and will be assessed appropriately by supervisors and the leadership chain. Behavior may include oral or written statements, gestures or expressions directly or indirectly communicating a threat of harm. Individuals who commit such acts may be immediately removed from the premises or denied re-entry pending completion of an appropriate investigation. Workplace violence will be subject to disciplinary action up to termination, criminal prosecution or both.
3. Ensuring a safe workplace environment is everyone's responsibility. Any threats or assaults that pose a high risk of imminent harm should be immediately reported to security forces or police. Anyone who witnesses or experiences violent, threatening, harassing, intimidating, or other disruptive behavior must report it immediately to a supervisor. Please also see TAG Policy Letter #32, Workplace Bullying. Supervisors who receive reports should seek advice from the Labor Relations Office at (785) 646-0520.
4. I support all efforts made by supervisors and agency specialists in dealing with violent, threatening, harassing, intimidating, or other disruptive behavior in the workplace. I will monitor the effective implementation by supervisors and managers.
5. Point of contact for this memorandum is the Labor Relations Office at (785) 646-0520.
6. This policy supersedes TAG Policy Letter #18 dated 17 June 2005


DAVID WEISHAAR, Major General, KSNB
The Adjutant General