



**STATE OF IDAHO
MILITARY DIVISION**

**C. L. "BUTCH" OTTER
GOVERNOR**

**THE ADJUTANT GENERAL
MICHAEL J. GARSHAK**

NGID-TAG

January 2018

MEMORANDUM FOR All Members of the Idaho Military Division, Idaho National Guard,
Office of Emergency Management

SUBJECT: Workplace Violence; IDNG-29

1. The Idaho Military Division is committed to providing all employees a work environment that is free from violence. Violence includes physical assault or the threat of physical assault against person or property, and also behavior that intimidates or frightens others, such as threats, bullying, harassment, coercion and uncontrolled expressions of rage or other disruptive behavior. These behaviors are unacceptable in the workplace and will not be condoned. Violators of this policy will be subject to regulatory disciplinary action and if warranted, removal and/or criminal prosecution by appropriate law enforcement authorities.
2. All managers and supervisors must be proactive in recognizing and preventing situations that could potentially lead to acts of violence and will consider all options including physical security procedures, personnel practices, and safety measures to minimize the possibility of violent incidents. Employees are responsible for reporting any threatening behavior or violent acts in the workplace. All threats should be taken seriously and reported immediately to your supervisor or appropriate authority. All our employees have a right to a safe work place, and every leader, manager, supervisor, and employee must respect this right and protect against its violation.
3. This memorandum applies to all employees of the Idaho Military Division.
4. Concerns reference workplace violence may be addressed to the State Equal Employment Manager (SEEM), 208.272.4224.
5. This policy letter will be posted on unit and agency bulletin boards.

MICHAEL J. GARSHAK
Brigadier General
The Adjutant General/Commander, IDNG