UNITED STATES COMMISSION ON CIVIL RIGHTS

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Office of the
Staff Director

January 2024

TO: USCCR Employees

FROM: Mauro Morales
Staff Director

SUBJECT: Policy Statement on Workplace Violence

It is the policy of the U.S. Commission on Civil Rights to promote a safe environment for its employees. The Commission is committed to working with its employees to maintain a work environment that is free from threats of physical violence, harassment, intimidation, and other disruptive behavior.

The Commission's position is that violence or any threat of violence, in all forms, is unacceptable behavior and will not be tolerated in our workplace. Unacceptable behavior includes verbal or written statements, gestures, or expressions that communicate a direct or indirect threat of violence. All incident reports will be taken seriously and will be dealt with accordingly. 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 maintain a safe working environment. Do not ignore any behavior that is violent, threatening, harassing, intimidating, or disruptive in nature. If you observe or experience such behavior by anyone on agency premises, whether he or she is an agency employee or not, report it immediately to a supervisor or manager. Supervisors and managers who receive such reports should seek advice from the Human Resources Division at 202-376-8364 to inquire about incident investigations and to initiate appropriate action. **(PLEASE NOTE: Threats or assaults that require immediate attention should be reported first to security at 202-662-1204 or to police at 911).**

I will support all efforts made by supervisors and agency specialists in dealing with any violent, threatening, harassing, intimidating or disruptive behavior in our workplace and I will monitor whether this policy is implemented effectively. If you have any questions about this policy statement, please contact the Human Resources Division at 202-376-8364.