



**SARAH HUCKABEE SANDERS**  
GOVERNOR

**ARKANSAS DEPARTMENT OF THE MILITARY**  
OFFICE OF THE ADJUTANT GENERAL  
CAMP JOSEPH T. ROBINSON  
NORTH LITTLE ROCK, ARKANSAS 72199-9600



**JONATHAN M. STUBBS**  
MAJOR GENERAL  
THE ADJUTANT GENERAL

NGAR-HRO-LRS

27 March 2024

**MEMORANDUM FOR RECORD**

**SUBJECT: The Adjutant General's Policy 2024-13, Workplace Violence Policy**

**1. References:**

- a. Executive Order 12196, Occupational Safety & Health Programs.
- b. Department of Defense Instruction (DODI) 1438.06, Department of Defense (DoD) Workplace Violence Prevention and Response Policy, 04 May 2020.
- c. Chief, National Guard Bureau Instruction (CNGBI) 1400.25, Volume 715, National Guard Technician and Civilian Personnel Voluntary and Non-Disciplinary Actions, 15 September 2021.
- d. CNGBI 1400.25, Volume 752, National Guard Technician and Civilian Personnel Discipline and Adverse Action Program, 08 November 2021.
- e. Arkansas National Guard (NGAR) Regulation 27-10, Military Justice, 27 February 2022.

**2. Purpose.** This memorandum supersedes The Adjutant General's Policy 2013-12, Workplace Violence Policy, dated 11 February 2013. Intent is to protect our team by providing a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. While this kind of conduct is not pervasive at our agency, no agency is immune.

**3. Applicability.** This policy applies to all members and employees of the Arkansas National Guard and the Arkansas Department of Military.

**4. Punitive.** This policy is punitive in nature. All Arkansas National Guard Soldiers and Airmen may be prosecuted under the Military Code of Arkansas or applicable civilian laws for criminal offenses committed incidental to violence, threats, harassment, intimidation, and other disruptive behavior in the workplace. Civilian employees may be

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prosecuted under applicable civilian laws for criminal offenses.

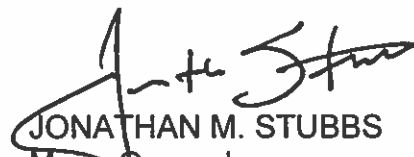
5. Policy.

a. Any act of violent behavior, threats of physical violence, harassment, intimidation, bullying, verbal or non-verbal threat, or other threatening, disruptive behavior that occurs at or outside the work site will not be tolerated. 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.

b. Personnel in this organization should not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. 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 Labor Relations Specialist with regard to investigating the incident and initiating appropriate action. **NOTE: Threats or assaults that require immediate attention by security or law enforcement should be reported first to them.**

c. Commanders and Supervisors have the authority and responsibility to maintain good order, discipline, and morale. As such, they are held accountable for failing to act on violence, threats, harassment, intimidation, and other disruptive behavior in the workplace. I will support all efforts made by supervisors and agency specialists in dealing with violent, threatening, harassing, intimidating or other disruptive behavior in our workplace and will monitor whether this policy is being implemented effectively.

6. Point of Contact. Point of contact for this memorandum is the Labor Relations Specialist at 501-212-4207 at the Human Resources Office (HRO).

  
JONATHAN M. STUBBS  
Major General  
The Adjutant General