



GOVERNMENT OF GUAM

**CIVIL SERVICE COMMISSION
KUMISION I SETBISION SIBIT**

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Tel: 647-1855/57 Fax: 647-1867



**RELATIVE TO ADOPTING THE DEPARTMENT OF ADMINISTRATION'S PREVENTION OF VIOLENCE IN THE WORKPLACE
POLICY AND PROCEDURES**

CSC RESOLUTION NO. 2009-003

WHEREAS, Every government of Guam employee should be afforded a safe and secure environment in the work place, and that the employees of the Civil Service Commission are government of Guam employees; and

WHEREAS, Violence and threats of violence will not be tolerated at the Civil Service Commission; and

WHEREAS, All weapons, including handguns, are banned from the work premises unless Guam Police Department and other law enforcement personnel are responding to an emergency call; and

WHEREAS, Every effort will be taken to enforce the restriction of weapons in government facilities; and

WHEREAS, Employees who violate this policy will be subject to disciplinary action up to, and including removal; and

WHEREAS, Employees who intentionally bring false charges will also be subject to disciplinary action up to, and including removal; and

WHEREAS, Non-employees (public) violations of this policy will be handled in accordance with applicable laws; and

WHEREAS, Employees who need to have dependents, spouses, or others visit them at their workplaces for unofficial business, must notify and get approval from their supervisors before these persons are allowed in the workplace; **NOW THEREFORE**

BE IT RESOLVED, that the Civil Service Commission understands the importance of prevention of violence in the workplace and fully supports a policy that will provide a safer environment to the staff and clients of the Commission; and

BE IT FURTHER RESOLVED, that the Civil Service hereby adopts the Department of Administration's Prevention Of Violence In The Workplace Policy And Procedures and that a copy of this Resolution be transmitted to the Governor, Lieutenant Governor, the Guam Legislature, and the personnel file of the employees of the Civil Service Commission.

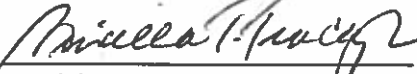
Duly and regularly adopted this 10th day of December 2009.



LUIS R. BAZA
Chairman




MANUEL R. PINAUI
Vice-Chairman



PRISCILLA T. TUNCAP
Commissioner



LOURDES B. HONGYEE
Commissioner



JOHN SMITH
Commissioner