

FEDERAL DEPOSIT INSURANCE CORPORATION

# DIRECTIVE SYSTEM

TYPE AND NUMBER

Circular 1600.2

CONTACT

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DATE

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DATE OF CANCELLATION (*Bulletins Only*)

TO: All FDIC Employees and Contractors

FROM: Jane L. Sartori, Director  
Division of Administration (DOA)

SUBJECT: FDIC Security in the Workplace Program

1. Purpose. To establish policy, procedures, guidelines, and responsibilities for the FDIC Security in the Workplace Program and to establish Management Response Teams (MRTs).

2. Scope. The provisions outlined in this directive apply to all FDIC employees, contractors, visitors, and others who have access to FDIC facilities.

3. Background. Increasing incidents of violence in the workplace have caused public and private institutions across the nation to assess their vulnerability and implement security in the workplace programs. Implementation of the FDIC Security in the Workplace Program will enable the Corporation to continue to provide a safe and secure work environment for employees, contractors, visitors, and others who have access to FDIC facilities.

4. Definitions. Terms used in this directive are defined below:

a. FDIC Facilities. A building, or any part thereof, including parking areas, owned or leased by the FDIC.

b. Management Response Teams (MRTs). An appointed group of FDIC managers and professionals in the Washington Office, Regional Offices, and the Franklin Consolidated Office who direct the FDIC's workplace violence prevention initiative. The MRTs administer, communicate, and maintain established workplace violence prevention policies, procedures, and guidelines corporate-wide.

5. Policy. It is the Corporation's policy to provide a safe work environment for every employee. Acts or threats of harm or violence (either explicit or veiled) in FDIC facilities will not be tolerated. Except for law enforcement and security officers authorized to carry firearms or other dangerous weapons, no

employee, contractor, vendor, or visitor shall possess or cause a firearm or other dangerous weapon to be present in an FDIC facility (see Circular 1600.1, Possession of Firearms and Dangerous Weapons in FDIC Facilities). Employees found in violation of this policy will be subject to disciplinary action, including termination of employment, and referred to the appropriate law enforcement authorities. All other individuals found in violation of this policy will be referred to the appropriate law enforcement authorities.

## 6. Responsibilities

a. The DOA, Corporate Services Branch (CSB), Security Services Section (SSS) shall:

(1) Develop policies, procedures, and guidelines for implementing the FDIC Security in the Workplace Program.

(2) Maintain a central database containing security and related incident reports received from all FDIC facilities.

(3) Serve as the central point-of-contact for all MRTs, supervisors and managers, and:

(a) Provide advisory support to employees regarding threats of harm or acts of workplace violence.

(b) Respond to calls from MRTs who request assistance in specific situations or with special problems.

(c) Provide training to employees, supervisors, and MRT members.

b. DOA Regional Managers and the Consolidated Office Director, or his/her designee, Franklin Consolidated Office, shall:

(1) Serve as Team Chiefs for the MRTs located at their respective sites.

(2) Establish preventive measures for the safety of employees assigned to FDIC offices within their geographical areas.

(3) Establish MRTs and designate the MRT members.

(4) Ensure that a Management Response Plan (Plan) is developed and implemented for use at their respective sites.

c. FDIC Supervisors shall:

(1) Promote a safe and secure work environment for employees under their supervision, and:

(a) Demonstrate and maintain a high standard of respect for all employees and hold their subordinates accountable for comparable conduct.

(b) Refuse to tolerate harmful, threatening, intimidating, harassing, or any other inappropriate behavior in the workplace.

(c) Monitor, assess, and respond to employee complaints, credible reports of threats, questionable behavior, or prohibited conduct.

(d) Report employee complaints, direct observations of warning signs (e.g., verbal abuse, repeated argumentation, excessive profanity, inappropriate sexual comments, etc.), or discovery of prohibited behavior to their designated MRT. In instances of imminent danger, determine whether to contact the MRT or the appropriate law enforcement authorities.

(e) Preserve the confidentiality of all employee complaints, incident reports and related information, and protect the privacy of all persons involved.

(2) Attend workplace security training provided by the FDIC and other training opportunities to improve their skills in the areas of human relations, interpersonal communications, conflict management, and verbal defusing of hostility.

(3) Encourage their employees or peers to obtain assistance, if necessary, with any problem through the Employee Counseling Services Program.

d. FDIC Employees shall:

(1) Respect co-workers and refrain from behavior that could be perceived as threatening, harassing, intimidating, or dangerous to themselves or others.

(2) Immediately report threats or harmful acts directed towards them, if there is reason to believe that such actions may have the potential to lead to violence, to any of the following:

(a) His/her immediate supervisor or manager

(b) The Security Services Section

(c) The DOA, Personnel Services Branch, Labor and Employee Relations Section

(d) Facilities Managers (in regional offices)

Employees who falsely report information or make unfounded complaints against another will be subject to disciplinary action which may result in referral to the Office of Inspector General (OIG), and/or possible criminal prosecution.

(3) Attend workplace security training to familiarize themselves with the profiles and warning signs of workplace violence.

e. Management Response Teams shall:

(1) Consist of, at a minimum, one representative from the following:

- (a) The Labor and Employees Relations Section
- (b) The Employee Counseling Services Program
- (c) The Security Services Section
- (d) The Legal Division

(2) Promptly assess reports of threats or harmful acts which occur in FDIC facilities, document the circumstances, and recommend appropriate action. (A copy of the MRT's findings shall be provided to the SSS, in the Washington Office, for appropriate distribution.)

(3) Request assistance from the Employee Counseling Services Program, when appropriate.

(4) Promptly inform the appropriate law enforcement authorities of any specific threats or situations which could imminently escalate into a harmful act.

(5) Provide employees with written procedures to follow and the names of persons to contact in emergency situations.

(6) Ensure, to the best of their ability, that all reasonable actions are taken to protect employees in threatening situations or emergencies.

7. Guidelines. Corporation managers and staff should be prepared to respond to emergency situations involving threats or harmful acts in the workplace, in accordance with written Plans.

Each Plan shall:

- a. Identify members of the MRT and backup personnel.
- b. Identify and require correction of physical security weaknesses.
- c. Provide procedures for contacting the appropriate law enforcement agencies, when necessary.

A copy of each Plan shall be provided to the DOA, CSB, Security Services Section.

8. Questions. Questions regarding this directive should be referred to the DOA, CSB, Security Services Section.

9. Effective Date. This directive is effective immediately.