

EMPLOYEE  
ASSISTANCE PROGRAM

SPECIAL  
POINTS OF  
INTEREST:

- Employee  
Annual ASAP  
Training: 1/8/13,  
0830-1030, Bldg  
573
- Supervisor  
Annual ASAP  
Training:  
1/22/13, 0830-  
1030, Bldg 573
- 1/21/13– MLK Jr.  
Holiday, ASAP is  
Closed
- In accordance  
with AR 600-85,  
all civilians will  
have a minimum  
of 2 hours of  
alcohol and  
other drug  
awareness train-  
ing per year.

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# Ft Irwin EAP

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## Strategies for Reducing Violence in the Workplace

What are the various strategies that could be used to reduce potential violence in the workplace?

Obvious answers might include: know who you are hiring (to include checking their background), treat people fairly and with respect, have a way for people to report suspected incidents anonymously, and provide information on transition assistance programs to those employees leaving the organization.

There are several strategy components which can be used to develop an effective workplace fear and violence strategy.

### PREVENTION

Prevention entails efforts to prevent inappropriate and violent behavior. A proactive approach allows an organization the opportunity to prescribe the most effective and least costly solution. Once a violent incident has occurred, significant resources must be expended to deal with the situation (financial, emotional, legal, and medical).

One estimate is that a single work related fear and violence incident results in about \$250,000 in direct organizational costs. This does not include indirect costs such as lower morale, degraded mission effectiveness, personnel impact, etc.

Steps to take to minimize negative feelings and idealize the professional work environment/climate may include recognizing employees or offering a "down" day for your employees. Take a sincere interest in "quality of life "issues" (facilities, job satisfaction, and employee development opportunities). Ensure open communication is there and that it is sincere among management and employees. Maintain mechanisms for complaints and concerns to be expressed in a non-judgmental forum that includes feedback to the initiator (ex-IG hotline). Be sure to establish a firm policy that workplace violence will not be tolerated; this may include a zero-tolerance policy on unauthorized guns/weapons on the installation which is similar to the zero-tolerance policy on sexual harassment.

Lastly, plan for potential violence: establish crisis response teams, critical incident debriefing teams, physical security, etc.

### INTERVENTION

Intervention is the action taken when behavioral indicators appear or an inappropriate behavior occurs. This is not the time to make final judgment about the credibility or seriousness of the threat or to administer final discipline. Intervention simply diffuses the initial situation and allows an opportunity to more thoroughly review options for resolution. Intervention sets the tone for how the situation will be resolved; it must be handled carefully. First and foremost, deal with the situation. It is important for all parties involved to know someone in authority takes this matter seriously and will be acting accordingly. It undermines the authority of the commander to allow an incident to go unaddressed and

## Exercising through the Fall and Winter? How to Stay Motivated

Knowing how to stay motivated throughout the fall and winter seasons is more important than you might think if you're trying to live a healthy lifestyle. The fresh air, warm temperatures and longer hours of sunlight in spring and summer make playing sports, walking, biking, swimming, jogging and the like outdoors not only

much easier, but also incredibly inviting. However, if drearier weather makes you lose motivation in fall and winter, you can derail months of healthy habits.

### Invest in Thermal Layers

If you feel warmer when you're outdoors in colder temperatures, you'll stay moti-

vated to keep up jogging, walking or biking routines throughout your neighborhood. However, simply throwing on multiple layers of clothing can compound the problem because the clothes will retain the moisture from your sweat, so you'll feel wet and overheated.

## Strategies for Reducing Violence in the Workplace

the level of violence to escalate. This is your opportunity to prevent future escalation. An established and well advertised workforce violence program provides the framework for your actions. Intervention needs to occur immediately, especially if someone could be in danger. Acting too quickly though before all facts are available can also exacerbate the situation. Treat all parties fairly. Train all employees on how to recognize and handle conflict. Additionally, select personnel should receive more in-depth training on how to diffuse potentially violent situations. These key personnel must have the authority and rank to take initial action to manage the situation. Tap your resources and get

assistance. Your mental health provider, social actions office, or employee relations office of the Civilian Personnel Advisory Center should have information and training available on successful intervention or conflict resolution methods (i.e., Alternative Dispute Resolution (ADR)). A key factor of intervention is making provisions for threat notification 24 hours a day. Notifications to be considered include the threatened (parties) and their commander(s), military police, local police, co-workers, family members, mental health officials, command officials, and the aggressors commander.

### RESPONSE

Although much violence can be prevented as discussed above, there is no way to guarantee against a violent incident. For this reason, you need to be prepared to respond to an incident in such a way as to contain the harm, protect lives and property, prevent panic and control the situation as rapidly as possible. The response may involve emergency services, peripheral services and the organizations of the perpetrator, victim or facility. Response can mitigate or exacerbate the situation. It can allow the organization to immediately address the problem and initiate recovery, or it can prolong the crisis and waste critical resources. Other key responses may include notifying

## Strategies for Reducing Violence in the Workplace

key personnel. Every unit should have an established system or procedure which would enable them to notify all personnel of an impending danger or incident. Establish procedures to cover incidents likely to arise in your workplace (i.e., contacting affected office units, establishing an "all clear" signal, communicating what personnel should do (take cover, evacuate), or establishing how further information will be conveyed.

### RECOVERY

Recovery is the fourth and final component. The ability of an organization to "bounce back" from a violent incident is directly related to the health/morale of the organization prior to the incident, the diversity of the incident, the positions and identities of those involved, and the response to the incident. Organizations, like people, need time to heal after a traumatic event(s).

**US Army CPOL online**  
**10/25/2011**



## Exercising through the Fall and Winter? How to Stay Motivated

Instead, invest in clothes specifically designed for exercise in cold temperatures. These should include breathable underwear, moisture-absorbent long underwear, and water- and windproof pants and jackets. Of course, cover your extremities with gloves, flexible boots and a headband as well.

### Exercise Indoors at Home

If even wearing thermal layers isn't enough for you to stay motivated to work out in the fall and winter, concentrate on indoor activities that will help you achieve your fitness goals. Strength training is ideal indoors, but there are plenty of aerobic exercises that you can perform indoors

as well with an instructional video. You can use additional equipment, such as an aerobic step or a yoga ball, to make the aerobic workout more dynamic. You can also try dance routines, interactive fitness video games and yoga.

# Exercising through the Fall and Winter? How to Stay Motivated

## Sign Up for a Gym

Your indoor home exercises will be limited due to the lack of space and equipment in your home or apartment. If you get tired of the same few indoor exercise activities, you can stay motivated by signing up for a gym. A gym can provide you with a plethora of equipment and supervision for strength training as well as the chance to sign up for classes that focus on aerobic activity. Since it's more fun to work out when you're not alone, you can benefit

from these classes even if you can perform the same activities at home.

## Head to the Community Sports Center

You'll be more motivated to work out if you know you can engage in a variety of activities despite the cold weather. At your community sports center, you may be able to swim and play sports such as basketball, volleyball and tennis. There's also usually a large track for walking and jogging.

It may take a little extra effort to stay motivated to exercise during the cold fall and winter months, but your health is worth spending the extra time and money. If you fail to work out for several months, you could put on more weight, lose strength and tone in your muscles and find yourself with less endurance for physical activity come spring.

FitDay.com

## This and That



## 3 Tips For Getting to Work On Time Every Time

Constantly arriving late at work is a great way to get yourself fired. Even if you are a wonderful employee in every other way, being persistently tardy is an inexcusable offense that can irritate even the most understanding of bosses. When you are consistently late, people often interpret that as a lack of respect for them and the job that you are doing. If you're having trouble getting to the office on time, here are some tips that may help you eliminate your perpetual lateness.

### 1. Simply Wake Up Earlier

For some people, merely waking up earlier will solve the problem. Their lateness can be simply explained away due to the fact that they don't give themselves enough time in the morning to get ready and drive to work. If you don't get enough sleep at night, you may not be able to drag yourself out of bed on time, so try going to bed earlier — early to bed, early to rise!

If you accidentally fall asleep after you've turned your alarm clock off, consider having two alarm clocks. Put one next to your bed and the other one across the room. The alarm clock next to your bed should go off first, and the second alarm clock across the room should go off five minutes later. You will be forced to get up to turn it off, which guarantees that you will not fall asleep again.



## Ft Irwin Employee Assistance Program (EAP)

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**Basic EAP services include free, voluntary, short term counseling and referral for various issues affecting employee mental and emotional well-being, such as alcohol and other substance abuse, stress, grief and family problems, and psychological disorders. EAP counselors also work in a consultative role with managers and supervisors to help address employee and organizational challenges and needs. EAP services are available to DA Civilians including NAF/AF and their family members, military dependents, military retirees and their family members. EAP consultations can be done in the EAP's office or another private location of your choice.**

***EAP— promoting productive employees***

## 3 Tips For Getting to Work On Time Every Time

### 2. Get Ready the Night Before

Prepare your lunch the night before so you don't have to take the time to do it in the morning. Select and lay out your clothes the night before as well so you don't have to take time to think about what to wear or to iron your clothes. Gather everything you'll need and put it in one place so that you won't have to run around looking for your cell phone, car keys, wallet or briefcase five minutes before you have to leave. Make sure you have enough gas in your car the day before so you don't have to fill up on the way to work. You can also save time by showering the night before and getting a coffee machine on a timer. That way, your coffee will be hot and ready by the time you drag yourself out of bed.

### 3. Change Your Attitude

If your lateness problem requires a more seri-

ous fix than simply getting up earlier, think about changing your attitude. If you need to be at work at 8:00 AM, tell yourself that you really need to be at work at 7:30 AM. If you end up running late then you'll be fine, but if you end up getting to work early, that gives you time to get your coffee and look smugly upon your fellow coworkers that arrived after you.

Even if there's no indication that your job is in jeopardy (yet), stress to yourself just how important it is to get there on time. You may not have suffered any consequences other than a dirty look from your coworkers or a disapproving glance from your boss, but keep it up and you're bound to see more than that. Don't let it get that far — when you get up every morning, tell yourself that keeping your job is dependent upon getting to work on time.

Remind yourself that if you're looking for a promotion or raise, you can kiss it goodbye if you keep on coming late.

[www.goal-setting-guide.com](http://www.goal-setting-guide.com)



***“Constantly arriving late at work is a great way to get yourself fired.”***