



ADMINISTRATOR

DEPARTMENT OF THE TREASURY
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
WASHINGTON, D.C. 20005

NOV 6 2013

MEMORANDUM TO: All Alcohol and Tobacco Tax and Trade Bureau Employees

FROM: Administrator 

SUBJECT: Workplace Dispute Prevention Policy

Alcohol and Tobacco Tax and Trade Bureau (TTB) employees are our greatest assets and we want to maintain a competitive, highly motivated, productive, and diverse work environment. As Administrator, I am personally committed to TTB maintaining a harmonious and productive work environment characterized by trust and open communication, concerned leadership, prevention of harmful disputes, and resolution of conflict in the most expeditious, efficient, and effective manner possible.

Our policy is to identify potential disputes at the earliest possible stage, verify the interests of the parties involved, and cooperatively develop equitable and lasting solutions. TTB's Early Conflict Prevention and Resolution (CPR) Program, TTB O 2280.1 is available to facilitate resolution of workplace conflicts, by assisting employees in seeking fair, equitable solutions to work-related concerns through an informal and confidential process.

This Program is separate and distinct from both the Equal Employment Opportunity (EEO) Complaint and the Administrative Grievance processes, providing an effective way of fostering professional relationships and morale, which are essential to an effective workplace. All communications between the parties during the CPR process will be held as confidential to the maximum extent possible.

I ask that each of you make a personal commitment to the prevention of disruptive workplace disputes, to maintain a harmonious workplace, and to use this Program as a resource to help you resolve your concerns. Workplace conflict is inevitable, however it is resolvable. The Early CPR Program has the potential to not only resolve disputes at the earliest possible stage, it can also improve working relationships by ensuring a better understanding between all parties.