



ADMINISTRATOR

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

October 28, 2014

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

FROM: Administrator *JJM*

SUBJECT: Workplace Dispute Prevention and Resolution Policy

Alcohol and Tobacco Tax and Trade Bureau (TTB) employees are our greatest assets, and our Bureau strives to be an employer of choice that sustains a competitive, high performing, diverse, and inspired workforce. As Administrator, I am personally committed to upholding a harmonious and productive work environment characterized by trust, respect, and open communication.

Workplace conflict is inevitable; however, it is resolvable. Our policy is to identify potential disputes at the earliest possible stage, verify the interests of the parties involved, and collaboratively develop equitable and lasting solutions in the most expeditious, efficient, and effective manner possible. 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 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 and resolution of disruptive workplace disputes, to maintain a harmonious workplace, and to use this Program as a resource to help you resolve your concerns. 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 both parties.