

# Management System Description:

## Civil Rights, Diversity and Inclusion

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Issue Date: 9-6-2012  
Revision: 0

### 1.0 Purpose

The mission of the Office of Civil Rights and Diversity (OCRD) is to ensure equal employment opportunity and diversity in all aspects of employment at the Environmental Management Consolidated Business Center (EMCBC) and customer sites; to promote equal opportunity and diversity in employment and contracting at major facility contractors; to monitor the impact of Departmental policies on minorities, minority businesses and minority institutions; to ensure that employees of the EMCBC and customer sites (federal, contractor and subcontractor) are free to raise concerns, without fear of reprisal, regarding policies and practices that adversely affect the Department's ability to accomplish its mission in a safe and efficient manner; and to assure that small businesses receive a fair and equitable share of contracts and subcontracts.

### 2.0 Responsibilities

The table below represents roles and responsibilities specific to this Management System. For a detailed description of Environmental Management Consolidated Business Center (EMCBC) Management System (CBC MS) roles and responsibilities, please see the [EMCBC Functions, Responsibilities, and Authorities \(FRA\)](#).

Roles	Responsibilities
Director, Environmental Management Consolidated Business Center	<ul style="list-style-type: none"><li>• Serves as the EMCBC Equal Employment Opportunity (EEO) Officer.</li><li>• Establishes overall EMCBC vision and goals for human capital management.</li><li>• Establishes a clear set of integrated roles, responsibilities, accountabilities, and authorities for services provided to EMCBC organizations.</li><li>• Appoints a Reasonable Accommodations Coordinator for the EMCBC.</li><li>• Appoints EMCBC Special Emphasis Program</li></ul>

	<p>Managers and Diversity Council Members.</p>
<p>Deputy Director, Environmental Management Consolidated Business Center</p>	<ul style="list-style-type: none"> <li>• Serve as the Decision Making Authority for EMCBC Environment Safety &amp; Health (ESH) Differing Professional Opinion issues.</li> <li>• Enforce EMCBC Diversity and Inclusion strategies/initiatives.</li> </ul>
<p>EMCBC Assistant Director for Civil Rights and Diversity</p>	<ul style="list-style-type: none"> <li>• Ensures the development and implementation of EEO, Diversity and Inclusion, Reasonable Accommodations, and Employee Concerns Programs in accordance with established laws, rules, regulations, policies and procedures.</li> <li>• Serves as the principal official on all matters pertaining to the EMCBC EEO and Diversity Programs policy, as well as the Employee Concerns Program (ECP).</li> <li>• Implement the EMCBC ECP within established procedures.</li> <li>• Implement the EMCBC Differing Professional Opinions process in accordance with approved procedures.</li> <li>• Facilitate and support managers/supervisors through diversity and inclusion policy development.</li> </ul>
<p>EMCBC Assistant Director for Human Resources</p>	<ul style="list-style-type: none"> <li>• Collaborates with OCRD on diversity and inclusion strategies/initiatives to include, but not limited to, diversity outreach and recruitment, hiring and retention, employee satisfaction, equity in leadership development programs, cultural awareness training and other strategies for addressing current and future workforce needs.</li> <li>• Facilitates Managers/Supervisors in accordance with the DOE Human Capital Strategic Plan, and provides oversight through the Human Capital Management Accountability Program (HCMAP).</li> </ul>
<p>Special Emphasis Program Managers</p>	<ul style="list-style-type: none"> <li>• Ensure equal employment opportunity for minorities, women, persons with disabilities, and veterans in various categories and occupations and in all organizational components throughout the organization.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist the OCRD recruitment, selection development, and career advancement.</li> <li>• Serves as a resource advisor on the unique concerns for their particular affinity group.</li> <li>• Serve as a member of the EMCBC Diversity Council.</li> </ul>
EMCBC Diversity Council	<ul style="list-style-type: none"> <li>• Serve as an advisory body to the EMCBC Director on diversity and inclusion in the workplace.</li> <li>• Advises and make recommendations to EMCBC leadership on EMCBC diversity and inclusion matters.</li> </ul>
U.S. Office of Personnel Management (OPM)	<ul style="list-style-type: none"> <li>• Provides advisory services as requested to clarify new or existing programs.</li> <li>• Designs and develops new programs and initiatives as provided by legislative action.</li> </ul>
Equal Employment Opportunity Commission (EEOC)	<ul style="list-style-type: none"> <li>• Serves as the lead jurisdictional agency for the Federal government: <ul style="list-style-type: none"> <li>○ Provide leadership and guidance to federal agencies on all aspects of the federal government's equal employment opportunity program.</li> <li>○ Assure federal agency compliance with EEOC regulations.</li> <li>○ Provide technical assistance and training to improve the compliance and enforcement programs of individual agencies.</li> <li>○ Monitors and evaluates federal agencies' affirmative employment programs.</li> <li>○ Adjudicates hearings and appeals from administrative decisions on EEO complaints.</li> </ul> </li> </ul>
U.S. Department of Justice (DOJ)	<ul style="list-style-type: none"> <li>• Serves as the lead jurisdictional agency for the Federal government: <ul style="list-style-type: none"> <li>○ Ensures that all federal agencies enforce civil right statues and Executive Orders that prohibit discrimination in federally conducted and assisted programs and activities.</li> <li>○ Provide technical assistance and training to improve the compliance and enforcement programs of individual agencies.</li> </ul> </li> </ul>

<p>Reasonable Accommodations Coordinator (RAC)</p>	<ul style="list-style-type: none"> <li>• Manages and implements the EMCBC Reasonable Accommodations Request Program in accordance with established laws, rules, regulations, policies and procedures.</li> <li>• Coordinates with the RAC and Supervisor to adjudicate requests for Reasonable Accommodation of applicants to EMCBC positions.</li> </ul>
<p>Supervisor</p>	<ul style="list-style-type: none"> <li>• Effectively manages work within the organization in accordance with Federal and state laws and regulations, applicable Collective Bargaining Agreements, and other guidelines.</li> <li>• Fosters a work environment that encourages diversity and inclusion, and that is free from all forms of harassment.</li> <li>• Adjudicate requests for Reasonable Accommodation.</li> <li>• Implement Diversity and Inclusion strategies/initiatives under the OCRD’s direction within area of responsibility.</li> </ul>
<p>Employee</p>	<ul style="list-style-type: none"> <li>• Complies with all EEO—including sexual harassment—policies, standards, procedures, and requirements.</li> <li>• Makes informed decisions and shares in the responsibility of providing a work atmosphere that is conducive to excellence and quality.</li> <li>• Share the accountability and responsibility to uphold organizational values and achieve clear organizational goals and objectives in a mutually respectful work environment.</li> </ul>

### 3.0 Management System Operation

#### 3.1 Overview

The Civil Rights, Diversity and Inclusion organization provides consistent guidelines policies, programs, and practices across EMCBC and Customer Sites. This system supports employee and management needs through the Web-based CBC MS.

The Civil Rights, Diversity and Inclusion Management System have the following three crosscutting processes and/or programs: 1) Equal Employment Opportunity (EEO); 2) Diversity and Inclusion (D&I) and; 3) the Employee Concerns Program (ECP).

## **3.2 Key Functions/Services and Processes**

### **3.2.1 Equal Employment Opportunity (EEO)**

The purpose of this program is to provide the EMCBC policies, procedures, and guidance relating to the processing of employment discrimination complaints governed by the EEOC's regulations. The EEO Title VII complaints process ensures equal opportunity for all employees and applicants to prohibit discrimination in employment because of race, color, religion, sex, national origin, age, disability, or retaliation, and ensures a harassment-free workplace. This program ensures compliance with the administration of complaints of discrimination are processed and tracked in compliance with the appropriate federal regulations, laws, and guidance. This program also ensures compliance with EEO Title VI and IX for federal financial assistance. The OCRD is responsible for developing and implementing an equal employment program, to include an alternative dispute resolution programs (ADR), and complaint processing procedures consistent with the Commission's regulations.

### **3.2.2 Diversity and Inclusion (D&I)**

The purpose of this program is to provide the EMCBC with proactive preventive tools to ensure the prevention of discrimination and workplace barriers, if any, that impede free and open competition. This program works to achieve a culture of collaboration, flexibility, and fairness, and to provide assistance in creating an environment where the EMCBC is an employer of choice and all individuals are able to realize their full potential while contributing to the EMCBC's vital mission. The program includes promoting diversity and fostering a culture of inclusion and respect and the following services are included in this component:

- Manage Federal Affirmative Employment programs, including preparation of required plans and reports.
- Promote diversity awareness throughout EMCBC.
- Implement diversity and inclusion policy.
- Ensure diversity is integrated into all HR and human capital functions.
- Monitor and analyze employment trends and relevant personnel actions.
- Determine strategies to eliminate/mitigate under-representation.
- Implement and ensure success of all Special Emphasis Programs.
- Oversee and monitor the EMCBC Diversity Council activities.
- Ensure employees with disabilities are provided reasonable accommodations, as appropriate.
- Develop diversity training.
- Manage Education and Outreach Programs.
- Monitor Contractor's EEO/Diversity Programs.

### **3.2.3 Employee Concerns Program (ECP)**

The purpose of this program is to provide an environment where employees (both federal and contractor) can express concerns of any type freely and openly about such issues, to include, but

limited to, the environment, safety, health, and management of DOE programs and facilities. This includes ensuring Differing Professional Opinions on Technical Issues are addressed in a manner consistent with DOE requirements, guidance and best management practices.

## 4.0 Requirements

### 4.1 Primary Responsibility

This Management System has primary responsibility for ("owns") the following requirements:

Document	Title
<a href="#">DOE O 311.1B</a>	Equal Employment Opportunity And Diversity Program
<a href="#">DOE O 442.1A</a>	Department Of Energy Employee Concerns Program
<a href="#">DOE O 442.2</a>	Differing Professional Opinions for Technical Issues Involving Environmental, Safety and Health Technical Concerns

### 4.2 Parsed Responsibility

This Management System is responsible for a part of the following high-level requirements:

Document	Title
<a href="#">29 CFR 1614</a>	Federal Sector Equal Employment Opportunity
<a href="#">DOE O 221.1A</a>	Reporting Fraud, Waste And Abuse To The Office Of Inspector General — Not specified
<a href="#">5 USC 2302</a>	Prohibited Personnel Practices
<a href="#">10 CFR 708</a>	DOE Contractor Employee Protection Programs
Section 211	<a href="#">Energy Reorganization Act</a>

## 5.0 Subject Areas, Program Descriptions, and Guidance Documents

The following Subject Areas are maintained by this Management System:

- [Employee Concerns Program](#)
  - [Procedure 1. Employee Concerns Program](#)
  - [Procedure 2. Submitting a Differing Professional Opinion \(DPO\)](#)
  - [Procedure 3. Resolving Differing Professional Opinion \(DPO\) Issues](#)
- [Equal Employment Opportunity](#)

- [Procedure 1. File an Equal Employment Opportunity Complaint](#)
- [Procedure 2. Request Reasonable Accommodations](#)
- [PD-311-04](#) Disabled Veterans Special Emphasis Program (DVSEP)
- [PS-311-01](#) EEO Policy Statement
- [PS-311-02](#) Policy Against Sexual Harassment and Other Forms of Unlawful Harassment
- [Diversity and Inclusion](#)
  - [EMCBC Diversity and Inclusion Strategic Plan](#)
  - [EMCBC Employee Suggestion Program](#)
  - Disabled Veterans Special Emphasis Program ([PD-311-04](#))
  - [PS-311-02](#) EMCBC Diversity Council

## **6.0 References**

None.