

Management System: Civil Rights and Diversity

Subject Area: Employee Concerns Program

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1.0 Introduction

This subject area provides Environmental Management Consolidated Business Center (EMCBC) with policies, procedures and guidance to ensure the highest degree of safety, security, effectiveness and efficiency at the EMCBC and its Customer Sites. Specifically, this subject area must:

- Provide Federal, contractor, and sub-contractor employees with an independent avenue to raise concerns related, but not limited, to environment, safety, health, security quality and management.
- Perform an independent, fact-based, neutral evaluation of such concerns, when appropriate; and brief management on results for management's determination appropriate action, if any.
- Provides the regulatory guidelines for reporting, tracking, and the disposition of employee concerns.
- Provide management with information on emerging trends.

2.0 Contents

Procedures	Procedure Content
1. Employee Concerns Program (ECP)	<ul style="list-style-type: none">• Receives, evaluates, refers, investigates, and responds to federal and contractor employee concerns at the CBC and Customer Sites;• Performs oversight of the operating contractor ECPs; and• Protects DOE and the operating contractor employees against reprisals for reporting concerns.
2. Submitting a Differing Professional Opinion (DPO)	<ul style="list-style-type: none">• Applies to CBC staff and supported small sites who adopt the CBC procedures.• Relates to Information Technology (IT) and

	<p>Environmental, Safety, & Health (ES&H) concerns.</p> <ul style="list-style-type: none"> • Provides steps to ensure timely disposition of DPO.
<p>3. Resolving Differing Professional Opinion (DPO) Issues</p>	<ul style="list-style-type: none"> • Applies to CBC staff and Customer Sites who adopt the CBC procedures. • Relates to IT and ES&H concerns • Provides steps to ensure full consideration and disposition of DPO's through an objective review by qualified independent staff and participation of the employee and relevant staff. • ES&H DPO/Issues may not be submitted anonymously in order to allow for thorough understanding and vetting of the issue.

3.0 Exhibits/Forms

- EMCBC Employee Concern Form
- Exhibit 1, Employee Concerns Participant Responsibilities
- Exhibit 2, DPO Issues Not Reviewed
- Exhibit 3, Differing Professional Opinion Statement
- Exhibit 4, Confidentiality Statement

4.0 Related Information

- [10 CFR Part 708](#), DOE Contractor Employee Protection Programs
- [5 U.S.C. 2303](#), Prohibited Personnel Practices
- [DOE P 226.1B](#), Department of Energy Oversight Policy
- [DOE O 226.1B](#), Implementation of Department of Energy Oversight Policy
- Secretary of Energy Memorandum, Employee Concerns Program Statement
- [10 CFR Part 851](#), Worker Safety and Health Program
- [DOE O 440.1B](#), Worker Protection Program for DOE
- [DOE P 442.2](#) Differing Professional Opinions on Technical Issues

5.0 Requirements

Document	Title
DOE O 442.1A	<i>DOE Employee Concerns Program</i>
DOE O 442.2	<i>Differing of Professional Opinions for Technical Issues Involving Environmental, Safety, and Health Technical Concerns</i>
DOE O 221.1A	<i>Reporting Fraud, Waste and Abuse to the Office of Inspector General</i>
10 CFR Part 708	<i>DOE Contractor Employee Protection Program</i>

6.0 Definitions

Definitions.