



Environmental Management Consolidated Business Center (EMCBC)

**Subject: Equal Employment Opportunity and
Diversity Policy Statement**

Policies, Procedures
and Plans

APPROVED:


EMCBC Director

In 2005, shortly after I became the Director of the Environmental Management Consolidated Business Center (EMCBC), I issued the EMCBC's first Equal Employment Opportunity (EEO) and diversity policy statement affirming my commitment to achieving and sustaining a diverse workforce and nondiscrimination in the workplace.

During these past two years I have enjoyed working with all of you. I am very impressed by your sincere commitment, enthusiasm and professionalism you display on a daily basis toward your co-workers. The EMCBC's strength is in its people, a group of outstanding individuals who are working together to make the EMCBC a leader in providing essential business and technical support requirements to execute the mission of the Office of Environmental Management (EM).

As the Director of the EMCBC, I want to reaffirm my commitment to Equal Employment Opportunity (EEO) and diversity by assuring that our workplace offers full and equal opportunity to all qualified persons, regardless of race, color, sex, religion, national origin, age, disability (physical or mental), or sexual orientation. Prohibited discrimination in any form is counterproductive to our mission and where discrimination is found to have occurred, appropriate corrective and/or disciplinary action will be taken.

As the EMCBC continues to build upon a dedicated and committed record of diversity in the workplace and nondiscrimination in employment practices, I am excited to announce that on July 19, 2007, our EMCBC Diversity Council was the recipient of a *2007 Secretary of Energy EEO and Diversity Best Practices Award*. These awards recognize outstanding initiatives that support Secretary Bodman's commitment to EEO and Diversity at the Department. Since its inception in 2005, the Diversity Council has been the focal point for key diversity initiatives championed by the EMCBC Office of Civil Rights and Diversity. This list of accomplishments include the development of the Diversity Strategic Plan, the design and implementation of a Diversity Management Survey, coordination of a Diversity Training Module on Managing/Exploring Inclusion, and sponsoring exciting and educational Special Emphasis Programs throughout the year. The Council has consistently supported the human capital mission of the EMCBC by serving as a diversity resource for management and employees.

In today's dynamic work environment, it is essential that we meet the challenges of human capital management. The principles of workforce inclusion and diversity must be valued and practiced consistently as a business necessity. The EMCBC will continue to forge ahead in attracting and recruiting employees from all cultures and socioeconomic groups in order to

develop and retain the critical skills needed to meet our mission and goals: an organization where every employee can achieve his or her full potential in an environment characterized by human dignity and mutual respect.

I am proud of the EMCBC's Diversity Council and the Secretary's recognition of our achievements. Looking forward, I encourage all EMCBC employees to become a personal leader in achieving our diversity vision and promote an inclusive environment that fully embraces the rich talents and cultures of our employees.

EMCBC RECORD OF REVISION

DOCUMENT

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

| Rev. No. | Description of Changes | Revision on Pages | Date |
|-----------------|-------------------------------|--------------------------|-------------|
| 1 | Initial Policy Statement | All | 08/12/05 |
| 2 | Rewrite of Policy Statement | All | 10/01/07 |