

VALUE AND PHILOSOPHY

The U.S. Department of Energy, Environmental Management Consolidated Business Center (EMCBC), believes that investigating, understanding and responding to employee concerns provides a valuable tool to improve safety, the work environment and productivity at the EMCBC and serviced sites. The EMCBC also believes that employee concerns are most efficiently resolved when the employee resolves concerns at the local level with his/her employer. When the employee cannot achieve resolution with his/her employer, or has a real concern regarding retaliation, intimidation or harassment, the EMCBC encourages the employee to contact the Employee Concerns Program (ECP) Office.



The EMCBC ECP provides an alternative method for employees to raise concerns. The EMCBC will review, investigate and take action on concerns in a manner which promotes confidentiality and work practice improvements, and prevents reprisal.

ZERO TOLERANCE FOR RETALIATION

The EMCBC is committed to employees having a process to express concerns without fear of retaliation or reprisal. Employees are encouraged to raise concerns so resolution can be completed in a timely fashion.

FILING AN EMPLOYEE CONCERN

Concerns can be expressed in person, by phone, by email, or in writing. Forms are available throughout the EMCBC and customer site facilities or online at: www.emcbc.doe.gov

TYPES OF CONCERNS EMPLOYEES MAY RAISE

Safety and Health
Environment
Fraud, Waste and Abuse
Ethical
Working Conditions
Quality
Security
Reprisal
Management
Intimidation

ECP AVAILABILITY

Any individual working at the EMCBC and customer site facilities may use the ECP. This includes contractors and subcontractors.

CONFIDENTIALITY

The ECP process is confidential. The EMCBC ECP, to the extent permitted by law, provides confidentiality regarding all people, records, deliberations and actions involved in the ECP process.

ECP Contacts

<u>Facility</u>	<u>Name</u>	<u>Phone</u>
EMCBC	John Rampe	513-246-1365
EMCBC (Backup)	Lynn Chafin	513-246-0461
EM Small Sites	Lynn Chafin	513-246-0461
West Valley	Christopher Eckert	716-942-4783
Portsmouth/ Paducah	Susan Sparks	859-219-4016
Carlsbad	Patti Crockett	575-234-7411

EMCBC Employee
Concerns Hotline

(513) 246-0025

ANONYMOUS CONCERNS

Individuals may express concerns anonymously. When selecting this mode of communication, the individual still needs to provide as much detail about the concern as possible.

EMCBC SERVICED SITES:



U.S. Department of Energy
EM Consolidated
Business Center

EMPLOYEE CONCERNS PROGRAM (ECP)

EMCBC
250 E. Fifth St Suite 500
Cincinnati, OH, 45202
(513) 246-0468