

# memorandum

DATE: AUG 12 2005

REPLY TO

ATTN OF: EMCBC:Fain

EMCBC-0169-05

SUBJECT: **AFFIRMING MY COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY AND DIVERSITY**

TO: All EMCBC Employees

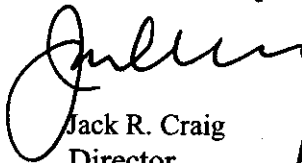
The Environmental Management (EM) Consolidated Business Center's (CBC) mission is critical to the Department of Energy (DOE). The CBC occupies a place of strategic importance in ensuring that EM continues to succeed in accelerating its risk reduction and environmental cleanup mission by providing key business services for EM sites.

The success of the CBC is linked to its employees, a group of outstanding and committed individuals, working in an environment free of discrimination and harassment. Unlawful discrimination and harassment in any form will not be tolerated. Unlawful discrimination not only violates Equal Employment Opportunity (EEO) laws and DOE policy, it is also counterproductive to the CBC mission. In situations where unlawful discrimination may occur, appropriate corrective and/or disciplinary action will be enforced.

While EEO is governed by federal laws and regulations, diversity is a broader concept than compliance with EEO requirements. The concept of diversity encourages each of us to value and respect individual people for their intrinsic differences. Differences in cultural backgrounds, perspectives, and experiences strengthen the performance of our organization. Fostering a culture of inclusion and opportunity is a top CBC management priority, and I will hold all managers and supervisors accountable in ensuring the encouragement and support of diversity at the CBC.

The CBC's diversity initiatives will be synthesized with our organization's Human Capital Management Improvement Program (HCMIP) standards. Recruiting and retaining a diverse talent pool of employees is one key component of the HCMIP standards, and every effort will be made to accomplish this initiative at the CBC.

Achieving and sustaining a diverse workforce requires the commitment of all CBC employees. I call upon each of you to work with me, and with our Assistant Director of the Office of EEO/Diversity, Bartley A. Fain, in building a model workplace where CBC employees realize their full potential, and prospective applicants recognize the CBC as the employer of choice in DOE. Bartley can be reached on (513) 246-0468 or via email at [bartley.fain@emcbc.doe.gov](mailto:bartley.fain@emcbc.doe.gov).



Jack R. Craig  
Director