

ECP Contacts

<u>Facility</u>	<u>Name</u>	<u>Phone</u>
EMCBC	Regina Neal-Mujahid	513-246-0495
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	Karen Richardson	575-234-7326
Moab UMTRA Project	Scott Williams	970-257-2142

EMCBC Employee Concerns Hotline

(513) 246-0025

Anonymous Concerns

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

EMCBC SERVICED SITES:



Regina Neal-Mujahid
Assistant Director
Office of Civil Rights and Diversity
250 E. 5th St. Suite 500
Cincinnati, Ohio 45202
Phone: (513) 246-0495
Toll-free: 1-800-224-8181
Fax: (513) 246-0526
www.emcbc.doe.gov/depts/diversity/ecp



U.S. Dept. of Energy
EM Consolidated
Business Center

EM Office of Civil Rights
and Diversity EM

EMPLOYEE CONCERNS PROGRAM (ECP)

VALUE AND PHILOSOPHY

The US Department of Energy, Environmental Management and 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 its serviced sites.

The EMCBC also believes that employee concerns are most efficiently resolved when the employee results concern at the local level with his/her employer.

When the employee cannot achieve resolution with his/her employer, or have a real concern regarding retaliation, intimidation, or harassment, the EMCBC encourages the employee to contact the Employee Concerns Program (ECP) Office.

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 its 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

The EMCBC ECP provides an alternative method for employees to raise concerns. The EMCBC reviews, investigates, and takes action on concerns in a manner which promotes confidentiality and work practice improvements and prevent 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 a resolution can be completed in a timely fashion.

FILING AN EMPLOYEE CONCERN

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

