**Contractor Requirements Document (Supplemented) Form**

<table>
<thead>
<tr>
<th>CRD #: CRD O 442.1A (Supplemented Rev 3)</th>
<th>Title: Department of Energy Employee Concerns Program</th>
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<tr>
<td>Applicable Contractor(s): PRC ☑ MSC ☑ RCC ☑ OccMed ☑ TOC ☑ WTP ☑ ATL ☑</td>
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**Section A – Headquarters CRD:**

In support of the effective implementation of the Department of Energy (DOE) Employee Concerns Program (ECP), contractors are required to—

- assist DOE in the resolution of employee concerns in a manner that protects the health and safety of both employees and the public and ensures effective and efficient operation of DOE-related activities under their jurisdiction;
- ensure that contractor and subcontractor employees are advised that they have the right and responsibility to report concerns relating to the environment, safety, health, or management of DOE-related activities; and
- cooperate with assessments used to verify that they have acted to minimize, correct, or prevent recurrence of the situation that precipitated a valid concern.

**Section B – General Clarifications:**

None

**Section C – Specific Clarifications:**

None

**Section D – General Supplemental Requirements**

1. The Contractors shall process employee concerns per the approved Site Wide ECP (DOE-0400) procedure.
   a. The contractor shall, in concert with other Hanford Prime Contractors, establish a process for maintenance and administration of the Site Wide ECP procedure.
   b. The contractor shall, in concert with the other Hanford Prime Contractors, participate in a chartered site wide ECP committee (e.g., Employee Concerns Program Board).
      i. The committee charter shall as a minimum address the following:
         1. Membership qualifications.
         2. Member duties, roles, and responsibilities.
         3. Site Wide ECP administration, training, and approval.

2. The Site Wide ECP procedure shall be, as a minimum, based on:
   a. DOE O 442.1A, Department of Energy Employee Concerns Program

3. Site Wide ECP procedure developed in accordance with this direction must be submitted and approved by DOE-RL prior to implementation. Future revisions of the Site Wide ECP procedure are required to be submitted to RL and shall be considered approved unless otherwise notified.

**Section E - Specific Supplemental Requirements:**

MSA shall maintain configuration control of sitewide ECP procedure DOE-0400.