

Management System: Health & Safety Communications

Subject Area Description: Processes for a Safe Work Environment

Policy: Employee Concerns Program Policy Statement

Management System Owner: Office of the Director

ECP Manager: T.J. Jackson

Subject Matter Expert: Lynette Chafin

Issue Date: 09/01/2014

Revisions: 0

1.0 Purpose

The purpose of this policy is to reaffirm the Environmental Management Consolidated Business Center's (EMCBC) commitment to the Employee Concerns Program (ECP). An Employee Concern is a good faith expression by an employee that a policy or practice of DOE or one of its contractors or subcontractors should be improved, modified, or terminated. Concerns can address issues such as health, safety, the environment, management practices, fraud, and waste, as well as harassment, intimidation, retaliation or reprisal for raising a concern, and discrimination (HIRD).

2.0 Scope & Applicability

It is the Policy of the EMCBC to maintain a strong commitment to the Employee Concerns Program. The EMCBC strongly supports a questioning attitude and receptiveness to raising issues. We must integrate safety into management and work practices at all levels of the organization. We must also continue to encourage all employees to raise concerns and express the commitments of the EMCBC to ensure that reporting such concerns will not result in reprisal or retaliation.

3.0 General Information

The ECP is intended to supplement, not replace, existing processes designed to address concerns and resolve disputes. Employees are encouraged to report concerns to their line management at the lowest level possible. Employees are informed that some issues, specifically Equal Employment Opportunity (EEO) concerns and matters covered by a Collective Bargaining

Agreement (CBA), are not within the scope of the ECP. The ECP may not be used to replace or augment the collective bargaining process for union represented employees.

4.0 Exhibits

- FM-OTSAM-442-01-F1, Employee Concerns Reporting Form.

5.0 Definitions – See EMCBC MSD Definitions List or refer to DOE 442.1A, Section 7.

EMCBC RECORD OF REVISION

DOCUMENT TITLE: EMCBC Employee Concern Program Policy Statement

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

Rev. No.	Description of Changes	Revision on Pages	Date
0	Initial Policy Statement	All	09/1/14