# DEFENSE NUCLEAR FACILITIES SAFETY BOARD

## EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The Defense Nuclear Facilities Safety Board (Board) is firmly committed to Equal Employment Opportunity (EEO). It is the policy of the Board to provide equal opportunity in employment for its workforce and applicants for employment without regard to race, color, national origin, religion, sex, sexual orientation, political affiliation, age (40 and over), or non-disqualifying physical or mental disabilities. The Board is also committed to take all necessary steps to prevent sexual harassment and other forms of harassing conduct in the workplace, and to correct harassing conduct that does occur before it becomes severe or pervasive.

Discrimination occurs when actions regarding employment matters are founded on the above "discriminatory bases." Discrimination on the basis of sex includes sexual harassment. Sexual harassment as defined by the Equal Employment Opportunity Commission and for the purposes of the Board is unwelcome sexual advances, request for sexual favors, and other verbal or physical contact of a sexual nature when: (1) submission is made explicitly or implicitly as a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The Board also strives to provide a workplace that is free from retaliation in accordance with the Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002 (No FEAR Act), Public Law 107-174. It is the policy of the Board to ensure that employees are informed of their right to discrimination and whistleblower protection without fear of reprisal. Any employee who wishes to file an EEO complaint should follow the guidance in Administrative Directive D 111.1, E*qual Employment Opportunity Program,* dated October 5, 2007. Any employee seeking whistleblower protection should refer to the Office of the Special Counsel web site for guidance.

EEO principles must govern all aspects of the Board's personnel programs, management practices, and decisions. Discrimination is costly, nonproductive, and affects everyone. Accordingly, all phases of employment, including, but not limited to, recruitment, hiring, merit promotion, evaluation, reassignment, separation, training and benefits, will be conducted in compliance with EEO laws, regulations, and merit system principles.

Defense Nuclear Facilities Safety Board managers and supervisors will be held accountable for their support of the Board's EEO policy. Managers and supervisors are expected to ensure a supportive work environment, and to investigate promptly and thoroughly, any questions and complaints of alleged unlawful discrimination or allegations of harassing conduct without threat or reprisal to employee or applicant for employment. In addition, managers and supervisors must respect employees' rights so that employees are empowered to report charges of fraud, waste, mismanagement, or discrimination without fear of reprisal.

All employees share a responsibility for establishing a climate of equal opportunity and mutual respect. Each employee is expected to maintain a productive and non-discriminatory work environment and to treat all colleagues with respect and professionalism. Any employee who acts in a manner contrary to this policy will be subject to disciplinary action.

In the event of a workplace dispute, I remind all managers, supervisors, and employees of the Board's Alternative Dispute Resolution (ADR) Program. This program offers mediation, an informal, voluntary problem-solving process, where the parties voluntarily agree to attempt to resolve their differences with the assistance of a third party neutral (non-Board employee). The rights of employees and management under ADR are the same as in the formal EEO process. When a dispute cannot be resolved through ADR, the aggrieved employee may pursue the complaint through the regular EEO process by filing a formal complaint. Under the Board's ADR program, an employee may seek to mediate the dispute any time. The General Counsel is the Board's Dispute Resolution Specialist and is responsible for directing the Board's ADR Program.

Peter S. Winokur, Ph.D.
*Name*

*Signature, Agency Head*

Chairman, Defense Nuclear Facilities Safety Board
*Title*

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*Date*