



The Secretary of Energy
Washington, DC 20585

December 30, 2020

MEMORANDUM FOR ALL DEPARTMENT OF ENERGY EMPLOYEES

FROM:

DAN BROUILLETTE

A handwritten signature in black ink, appearing to read "Dan Brouillette".

SUBJECT:

Policy Statement on Equal Employment Opportunity,
Harassment, and Retaliation

The success of the Department of Energy (DOE) in ensuring the Nation's security and prosperity through transformative science and technology solutions draws upon the contributions of every employee on a daily basis. Equal employment opportunity (EEO) is not only the law, but advances the inclusion of others to propel the DOE mission to address energy, environmental, and nuclear challenges on behalf of the American people.

The Department is committed to ensuring that equal opportunity is afforded to all employees and applicants and that the Department maintains a workplace free from discrimination and harassment (sexual and non-sexual), and retaliation. Equal opportunity in the workplace ensures that all employees have the freedom to compete on a fair and level playing field.

This policy statement serves to remind all employees and applicants for employment of their rights and responsibilities under the law, and provides information on how employees can seek assistance if they believe that they have experienced employment discrimination or harassment.

First, no applicant or employee will be subjected to discrimination or harassment in any aspect of employment on the basis of race, color, sex (including pregnancy, gender identity, and sexual orientation), religion, national origin, age, disability, genetic information, or retaliation for participation in protected EEO activity. This protection against discrimination and harassment extends to all management practices and decisions, including, but not limited to, recruitment and hiring practices, merit promotions, training, career development programs, benefits, transfers, reassignments, and separations from the Department. This means that employment-related decisions must be based on merit, and not on discriminatory factors.

Employees are encouraged to promptly report discrimination or harassment to any management official or directly to their EEO office. Headquarters employees or applicants for employment may file an EEO complaint regarding discrimination or harassment through the Department's Office of Civil Rights and Diversity, at (202) 586-2218, within 45 calendar days of the date of the alleged discrimination, or

45 calendar days from the date on which they reasonably became aware of the discrimination. Field Site employees or applicants for employment should contact their local EEO office within the same 45-day period.

Contact information for local EEO offices can be found by clicking on the hyperlink and following the instructions contained in the last paragraph of this Policy Statement. If a formal complaint is accepted, a prompt, thorough, and impartial investigation will be conducted. The Department seeks to protect the confidentiality of discrimination and harassment allegations to the fullest extent possible, and shares information only with those who have a need to know in the performance of their official duties.

Employees and applicants for employment have the right to report incidents of discrimination or harassment without fear of retaliation. Retaliation is a form of discrimination where an employee is subjected to an adverse employment action or harassment, solely because he or she filed a charge of discrimination or harassment; participated in an EEO investigation, proceeding, or hearing; or took other similar action in opposition to unlawful discrimination or harassment.

It is the responsibility of the Department to address matters before they reach the level of severe or pervasive harassment, with the goal of preventing harassment before employees have been subjected to actionable harm. As a result, the Department may choose to conduct an inquiry into the matter, even in the absence of an EEO complaint.

The Department fully supports the use of Alternative Dispute Resolution (ADR) as a way to resolve conflict constructively and at the earliest opportunity. For more information regarding ADR resources, contact the ADR Office at (202) 586-4002, the Office of the Ombudsman at (202) 586-0500, or ask your local EEO office for details.

The Department's mission is critical to our Nation. Unlawful discrimination and harassment in the workplace undermines our ability to achieve our mission. Accordingly, each employee is expected to honor the principles of EEO in the workplace. Any employee who engages in discrimination or harassment in violation of the law or this policy may be subject to disciplinary action, including suspension or dismissal. Managers who have knowledge of an act of possible discrimination or harassment should contact their local EEO or Human Capital Office for guidance. Managers must act promptly and appropriately to eliminate and prevent discrimination and harassment in the workplace.

For more information regarding discrimination or harassment in the workplace, or additional information on how to file an EEO complaint, go to <https://www.energy.gov/diversity/office-economic-impact-and-diversity>, click on the "Civil Rights" tab, and then click on the "EEO Complaint Process" tab in the drop-down menu.