

**Los Alamos National Laboratory
Affirmative Action Program
Calendar Year 2007**

Summary

(Updated March 2007)

Overview

The Nondiscrimination, Equal Employment Opportunity, and Affirmative Action policy is found on the Laboratory's Policy Center web site at <http://policies.lanl.gov>, under IP 710, Personnel Administration, IPP 712, Nondiscrimination, Equal Employment Opportunity, and Affirmative Action, and is restated below for the purpose of establishing the foundation of the Affirmative Action Program.

Los Alamos National Security, LLC Policy Authority

It is the policy of the Los Alamos National Security, LLC to undertake affirmative action, consistent with its obligations as a state and federal contractor, for minorities, women, persons with disabilities, qualified special disabled veterans, recently separated veterans, veterans of the Vietnam-era, and any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, as identified in formally written affirmative action plans. Prior to promulgation, affirmative action programs are reviewed by the Laboratory Legal Counsel to ensure compliance with applicable Federal and State Laws, executive orders, and regulations, and are approved by the Laboratory Director or his designee.

Nondiscrimination and Equal Employment Opportunity Policy

The policy states that the Laboratory will not discriminate against or harass any person employed by or seeking employment with LANL on the basis of race; color; national origin; religion; sex; gender identity; pregnancy; physical or mental disability; medical condition (cancer-related or genetic characteristics); ancestry; marital status or spousal affiliation; age; sexual orientation; citizenship within the limits imposed by federal law or regulations; or status as a covered veteran including special disabled veterans, recently separated veterans, Vietnam era veterans, or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. Laboratory policy applies to all employment practices including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation; consistent with the provisions of applicable state and federal laws.

Affirmative Action Policy

The Laboratory will take affirmative action, consistent with its obligations as a federal contractor, for minorities, women, persons with disabilities, and covered veterans.

Affirmative action does not require or permit preferential treatment, nor does it require compromising job-related qualifications or standards for purposes of meeting numerical or percentage goals. Affirmative action refers to specific efforts undertaken by the Laboratory, such as supplemental recruitment, designed to promote equal opportunity and to create diverse pools of applicants for the Laboratory.

Affirmative Action Policy, Cont.

The goal of the Laboratory's Affirmative Action Program (AAP) is genuine equal employment opportunity for all qualified persons (CFR 60-3.17(4)). Our efforts conform to all current legal and regulatory requirements and are consistent with laboratory standards for quality and excellence. In conformance with federal regulations, the Laboratory prepares and maintains written affirmative action programs.

Unless restricted to internal applicants, both Laboratory employees and non-Laboratory applicants are considered to fill available positions. The objective of providing promotional and transfer opportunities to regular employees shall be considered. Occasionally, budgetary restraints necessitate suspension of external hiring.

Individuals with Disabilities and Covered Veterans Policy Statement

Laboratory policy is to seek and employ qualified personnel and to provide equal employment opportunity for all applicants and employees in recruiting, hiring, placement, training, compensation, insurance benefits, promotions, transfers and terminations. To achieve this, the Laboratory is dedicated to take affirmative action to employ and advance in employment qualified individuals with a disability and covered veterans. The Laboratory does not discriminate against any employee or any qualified applicant because he or she is an individual with a disability or a covered veteran. See the Laboratory's Policy Center web site at <http://policies.lanl.gov>, IP 710, Personnel Administration (AM 117, AM 118, and IPP 712), or the Affirmative Action Program for Individuals with Disabilities and Covered Veterans for further information.

The Laboratory provides reasonable accommodation to employees and applicants with disabilities unless accommodation would impose an undue hardship on the Laboratory. Reasonable accommodation is considered on a case-by-case basis and involves consideration of productivity, safety, costs, and efficiency in the operation of the laboratory.

Harassment (Including Sexual Harassment) Prevention Policy

Laboratory employees have the right to work in an environment that is free from harassment. Harassment is unacceptable conduct and is prohibited. The Laboratory takes measures to prevent acts of harassment, including sexual harassment, that affect a term, condition, or privilege of employment as described in the definition of harassment. The Laboratory takes prompt corrective and/or disciplinary action for any act that violates this policy or the rights and privileges it was designed to protect.

Intimidation, coercion, threats, discrimination, reprisal against employees for filing harassment complaints or assisting with investigations of complaints of harassment is prohibited. See the Laboratory's Policy Center web site at <http://policies.lanl.gov>, IP 750, Work Life, IMP 752 (AM 711) for the full text of the Laboratory's policy on harassment prevention.

Nonretaliation Policy Statement

Employees and applicants are protected from coercion, intimidation, interference, discrimination, or retaliation for filing a complaint or for assisting in an investigation under all applicable laws and regulations governing the employment relationship.

Individuals who feel they have been discriminated against or retaliated against for filing a complaint may contact the following persons/offices at any time:

Nonretaliation Policy Statement, Cont.

Ms. Amy Sahota, AA/EEO Officer
Office of Equal Opportunity and Diversity (HR-OEOD)
P.O. Box 1663, MS M894
Los Alamos, NM 87545
Tele: (505) 667-8695 FAX: (505) 667-8720
E-mail address: aks@lanl.gov

HR Employee Relations
P.O. Box 1663, MS P126
Los Alamos, NM 87545
Tele: (505) 667-8730 FAX: (505) 665-0400

Employee Concerns Program (ECP)
P.O. Box 1663, MS A249
Los Alamos, NM 87545
Tele: (505) 667-4257 FAX: (505) 665-8009
ECP 24-Hour Help Line: (505) 665-9999 (for fraud, waste, abuse, or potential risk to the Laboratory)

Ombuds Program Office
P.O. Box 1663, MS M897
Los Alamos, NM 87545
Tele: (505) 665-2837 FAX: (505) 667-3119
E-mail address: ombuds@lanl.gov
Helpline: (for quick answers and referrals): (505) 667-9370

Responsibility for Implementing Policy

The Laboratory Director has an overall responsibility for the Laboratory's Affirmative Action and Equal Employment Opportunity (AA/EEO) policy, programs, and projects. The Director's reaffirmation of the Laboratory's commitment to AA/EEO principles, distributed annually by memorandum to all employees, clearly states that implementation of the AA/EEO policy is the responsibility of Laboratory managers and supervisors.

Amy Sahota has been designated the AA/EEO Officer for the Los Alamos National Laboratory with the responsibility for ensuring that all necessary action is taken by all levels of management to achieve the Laboratory's Equal Employment Opportunity objectives. The AA/EEO Officer is delegated the overall responsibility for affirmative action program administration, implementation, and monitoring.

Line managers and supervisors throughout the Laboratory are responsible for implementing the AAP within their organizations. This accountability extends to all elements of the AAP, including efforts to achieve affirmative action goals. Through the workforce and utilization analyses, management is advised of program effectiveness. Policy states that commitment to the Laboratory's equal employment and affirmative action policies will be considered in the performance appraisals of all supervisory personnel.

Employees are responsible for fostering a work environment that is free from discrimination and harassment that is prohibited by law and IPP 712, Nondiscrimination, Equal Employment Opportunity, and Affirmative Action.

FY07 Placement Goals:

The purpose of the Laboratory's establishment and use of goals is to insure that it meets its affirmative action obligation. As stated in 41 CFR 60-2.16, placement goals serve as objectives reasonably attainable by means of applying every good faith effort to make all aspects of the entire affirmative action program work, and are also used to measure progress toward achieving equal employment opportunity. Placement goals may not be rigid and inflexible quotas, which must be met, nor are they to be considered as either a ceiling or a floor for the employment of particular groups. Quotas are expressly forbidden.

Placement goals are expressed as annual placement goals equal to the availability percentages, and are designed to reverse situations where women and minorities are not represented in job groups at 80% of availability levels. The following factors affect the establishment of goals:

- Survey of present employment,
- Analysis of employment of women and minorities in terms of availability.

The following factors affect the attainment of goals:

- Anticipated turnover,
- Reduction of workforce caused by budget constraints,
- Administrative controls on hiring and hiring-related activities caused by budget constraints,
- Changes in scientific programs and funding, and
- Time necessary to acquire technical skills specific to Laboratory programs.

The establishment of a placement goal does not amount to an admission of impermissible conduct. It is neither a finding of discrimination nor a finding of a lack of good faith affirmative action efforts. Rather, placement goals serve as objectives in correcting underutilization, and are used exclusively by affirmative action planners to measure progress in achieving equal employment opportunity.