

ANNOUNCEMENT

Department of Energy
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

RL No.: 11-0054

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To: All RL Employees

Subject: POLICY STATEMENT ON HARASSING CONDUCT AND
RETALIATION IN THE WORKPLACE

Last summer, Secretary Chu issued the attached policy statement. I am reaffirming my strong commitment to this policy and to maintaining a workplace free of discrimination, harassment and retaliation.

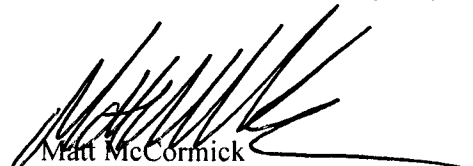
Harassment is any unwelcome verbal, written, or physical conduct. Sexual harassment is any unwelcome behavior of a sexual nature. Retaliation is an adverse employment action taken against an employee for reporting harassment or other protected activities. Examples of harassment that may violate the law and will violate this policy include:

- Oral or written communications that contain offensive name-calling, jokes, slurs, negative stereotyping, or threats. This includes comments or jokes that are distasteful or targeted at individuals or groups based on age, disability, marital status, national origin, race or color, religion, sex, sexual orientation or gender identity.
- Visual images, such as derogatory or offensive pictures, cartoons, drawings or gestures. Such prohibited images include those in hard copy or electronic form.

I expect respectful and professional behavior at work and at work-related functions. Remember that your actions certainly reflect upon you and potentially reflect upon the whole office. Be sensitive to how others may perceive your actions and when in doubt, use restraint, even if your colleagues don't complain.

If you report harassment or inappropriate behavior to a supervisor, an Equal Employment Opportunity Officer, or Human Resources, I can assure you that you will be taken seriously, your concern will be investigated promptly, and action to prevent future harassment and retaliation will be taken. I am holding every supervisor and manager responsible for ensuring that the Richland Operations Office is a workplace free of harassment. I also believe it is the responsibility of each of you to help create a respectful, professional and dignified workplace. Unprofessional or disrespectful behavior, even if not illegal, interferes with that goal.

I challenge each and every employee to take responsibility for executing this policy and to cooperate fully in its implementation.


Matt McCormick
Manager