

Questions and Info about employee concerns program:

- Can you please provide your policy and procedures manual, or a link to same?
- Please provide information that shows:
  - The number of employee concerns filed at Hanford, per year, for the past three years
  - The types of concerns that are filed
  - By contractor (or DOE)
  - The percentage of concerns that are investigated by RL
  - The percentage of concerns that are referred to the contractor for investigation
  - The percentage of concerns that are substantiated, partially substantiated or not substantiated. Please specify whether DOE or the contractor made the determination on whether a concern was substantiated or not.
  - Survey results of employee concern users about their satisfaction with the program
  - Benchmarking data of program against best practices
- Please explain the policy on confidentiality – can workers request that their identity not be shared with the contractor? Alternatively, can workers request that their concerns not be shared with the contractor, on the basis that the contractor might be able to identify the concerned employee based upon the nature of the concerns?
- Are workers notified whether their concerns or identity is shared with the contractor before the sharing occurs?
- Are concerned employees shown the write-up of their concerns and given a chance to comment on their accuracy and completeness before they are investigated? Shared with the contractor?
- Are concerned employees given a briefing before the concern(s) is/are closed in order to provide an opportunity for the employee to assure that the concern was properly captured and investigated, and/or to provide a rebuttal or concurrence?
- Do you investigate or validate the effectiveness of contractor employee concerns programs. If so, please explain.