

TO: ALL HANFORD EMPLOYEES

FROM: BRIAN T. VANCE  
MANAGER

SUBJECT: ANNUAL NOTIFICATION OF EMPLOYEE CONCERNS PROGRAM

I am personally committed to ensuring the Hanford Site is an effective, safe, and secure work environment for our employees. I also remain committed to fostering a climate where federal staff and our contractors exhibit a questioning attitude and recognize the opportunity and obligation for free and open expression of employee concerns without fear of reprisal or retaliation. Please take a moment to reflect on the purpose of the Employee Concerns Program (ECP) and its value in reinforcing a positive safety culture.

### **Reporting of Employee Concerns**

DOE federal and contractor employees serve as the principal source for the discovery of conditions that could negatively affect the quality or safety of operations. As such, all DOE federal and contractor personnel have the right — and the responsibility — to identify and report concerns associated with the environment, safety, health, and/or management of DOE operations.

To ensure a safety conscious work environment, DOE federal and contractor employees are encouraged to discuss concerns with their immediate supervisors or any level of management. In turn, DOE federal and contractor managers are expected to respond to these concerns in a prompt, effective, and respectful manner to ensure the safe and efficient operation of programs under their jurisdiction.

In cases where employees feel uncomfortable in raising issues to management, the ECP provides an alternative forum for reporting concerns. The ECP is available to address employee concerns related to environmental, safety, health, and/or management matters at the DOE. ECP offices exist throughout DOE to ensure that employee concerns are addressed in a thorough, fair, and prompt manner, consistent with DOE O 442.1B, Department of Energy Employee Concerns Program. I expect managers and supervisors to actively promote the ECP as an important element of our safety culture and ensure that concerns raised through the ECP are adequately and effectively addressed in a timely manner.

The Department will not tolerate harassment, intimidation, retaliation/reprisal or discrimination against employees who have raised or reported concerns. Pursuant to DOE O 442.1B, reprisal is an adverse action taken against or toward a concerned individual with respect to employment because the employee raised an employee concern.

If we are to ensure the continued protection of our employees, the public and the environment, we must foster open and free communication without fear of reprisal. I ask each of you to join me in embracing this important principle.

For more information about the ECP, contact your company's ECP, or Hanford's ECP at (509) 376-0000, or visit the ECP website.

Best,

Brian T. Vance  
Manager  
Richland Operations /  
Office of River Protection