

The Hanford ECP ensures that employee concerns are addressed through prompt identification, reporting and resolution.

The Hanford ECP will provide an independent, objective evaluation, and will support existing processes for reporting concerns.

Hanford ECP Office  
PO Box 550, MSIN H5-30  
Richland, WA 99352

**Office:** (509) 376-0000  
**Hotline:** (509) 376-1934  
**Email:** ^DOE Hanford ECP  
**Fax:** (509) 372-0998

For more information visit:  
[www.hanford.gov/page.cfm/ECP](http://www.hanford.gov/page.cfm/ECP)

## EMPLOYEE CONCERNS PROGRAM AT HANFORD

HANFORD: (509) 376-0000  
HOTLINE: (509) 376-1934

BNI-WTP: (509) 371-2771  
HOTLINE: (800) 392-2108

CPCCo: (509) 376-7160  
HOTLINE: (509) 376-3999

HLMI: (509) 372-2502  
HOTLINE: (509) 376-1700

HMIS: (509) 373-5956  
HOTLINE: (509) 373-2273

HPMC: (509) 376-6469  
HOTLINE: (509) 373-6469

WRPS: (509) 376-2156  
HOTLINE: (509) 373-5444

WTCC: (509) 827-2280  
HOTLINE: (509) 373-8900



## U.S. DEPARTMENT OF ENERGY

## Hanford Employee Concerns Program

## WHO MAY USE THE EMPLOYEE CONCERNS PROGRAM

Any DOE employee, contractor or subcontractor has the right and responsibility to report concerns relating to the environment, safety, health, or management of DOE operations. The Hanford Employee Concerns Program (ECP) is designed to:

- Encourage free and open expression of concerns
- Provide an independent and formal avenue to raise concerns

and

- Support a safety culture where employee concerns can be promptly identified and resolved without fear of retaliation/reprisal

The Hanford ECP's role and responsibility is to objectively listen, gather information, and function as a neutral third party in seeking a resolution. Concerns may be investigated, referred or transferred in accordance with DOE O 442.1B.

## HOW TO FILE AN EMPLOYEE CONCERN

A concern is a good faith expression by an employee that an activity, policy or practice of DOE or one of its contractors or subcontractors should be improved, modified or terminated. Concerns can relate to the environment, safety, health, security, quality, and management of DOE facilities and/or operations.

Employees are encouraged to resolve an issue by working through their management chain, which usually provides the most timely resolution. If you do not feel your concern has been appropriately resolved, or you feel you cannot take your concern to your manager/supervisor, you may report your concern to your company ECP or to the Hanford ECP. You may utilize any of the following methods to report:

- In person
- In writing (via email, letter or fax)
- Phone your company's ECP office/hotline, or the Hanford ECP office/hotline



## KEY POINTS TO REMEMBER

- Any safety concern involving imminent or serious danger must immediately be reported to a manager, safety representative, or Hanford environment, safety, and health program office for evaluation and prompt action.
- When a concern is submitted, Hanford ECP will inform the reporting employee about the ECP process and other formal and informal avenues available.
- When filing a concern, an employee may remain anonymous, authorize the sharing of his/her identity, or request confidentiality. The employee will be informed of the limitations of confidentiality.
- Adverse action taken against or toward an employee who raises a concern is a violation of the law. Examples are harassment, intimidation, retaliation/reprisal or discrimination.