
INTEROFFICE MEMORANDUM



Date: January 29, 2016

To: All Employees

From: Mark T. Peters, Laboratory Director 

Subject: ANNUAL AFFIRMATIVE ACTION AND DIVERSITY COMMITMENT

Battelle Energy Alliance (BEA) is committed to maturing and sustaining the Department of Energy's Idaho National Laboratory (INL) as the preeminent nuclear energy research, development, and demonstration laboratory. We believe that developing a diverse and inclusive workforce is critical to our success. The Idaho National Laboratory needs the creative talents and the enthusiastic commitment of every BEA employee. Creativity and commitment thrive in an environment of true diversity and inclusion.

BEA is committed to an active and effective affirmative action program. As a world-class research organization, BEA must recruit, develop and maintain the best-available talent. BEA supports a bias-free workplace where employees and candidates for employment are respected for their talents.

The philosophy and intent of BEA is to provide employees and applicants for employment the assurance that all employment decisions will be made without regard to race, color, religion, gender, national origin, or age. In addition, there will be no discrimination in employment based on marital status, pregnancy, sexual orientation, gender identity/expression, family responsibilities, genetic information, disability, or veteran status. Personnel procedures will be administered without discrimination in actions such as recruitment, hiring, transfer, promotion, reduction-in-force, reinstatement, compensation, benefits, training and education, tuition assistance, social and recreational programs. In addition, BEA will make reasonable accommodations for religious needs, and for employees with disabilities in accordance with applicable laws.

BEA is committed to maintaining a work environment that is free from unlawful discrimination and harassment. In keeping with this commitment, BEA will not tolerate harassment of applicants or employees by anyone, including managers, coworkers, other employees, suppliers, subcontractors, or customers of BEA. Employees and applicants shall not be subject to harassment, intimidation, threats, coercion, retaliation or discrimination because they have engaged in or may engage in any activity allowed by law. Each manager and employee is responsible for supporting BEA's objectives and procedures to ensure equal employment opportunity and a work environment free from harassment.

Diversity goes beyond affirmative action. Diversity encompasses acceptance and respect of individual differences. Individual differences can include race, ethnicity, gender, gender identity/expression, socio-economic status, age, disabilities, religion, physical attributes, sexual orientation, marital status, and more. An inclusive work environment values individual differences and encourages employees to contribute to the maximum of their abilities in a safe, fair and positive environment.

To that end, BEA will seek to be recognized as a model employer in our community and the nation. BEA is committed to a diverse and inclusive environment where:

- We respect and value individual differences
- We collaborate and seek out diverse opinions and viewpoints
- We attract and retain a diverse workforce
- We reach our individual potential while in support of business objectives
- We recognize and reward staff for supporting these key principles
- Our leaders advocate diversity.

Employees should immediately report incidents of harassment. Reports may be made to the employee's supervisor or manager, the next level of leadership management, Human Resource Business Consultant, or the Legal Office. During evening, night, weekend and holiday shifts, reports can be made to the Warning Communications Center (526-1515). Additionally, managers must notify their Human Resource Business Consultant immediately upon receiving an allegation of harassment.

Disciplinary action, up to and including termination, will be taken for any acts of retaliation directed at an employee who files a complaint, assists or participates in an investigation, opposes any unlawful act or practice, or exercises any other right.