ENCLOSURE 11

Department of Energy

Washington, DC 20585

Number: POL-RW-2002-001
QA: NA
Rev: N/A

Approved APR 30 2002
Date

POLICY

Title: Safety-Conscious Work Environment Policy

Scope: OCRWM and OCRWM Contractor Employees

Policy Statement:

The Office of Civilian Radioactive Waste Management (OCRWM) is committed to maintaining a work environment in which all employees, whether federal or contractor, feel free to identify and raise concerns and issues without fear of harassment, intimidation, retaliation or discrimination.

Every employee has the right, responsibility, and obligation to identify and report concerns and issues that could affect our ability to complete OCRWM's mission. Employees should report concerns and issues to their immediate supervisor and, as appropriate, document those concerns and issues in the relevant resolution system. However, if an employee does not want to raise a concern or issue with his or her direct supervisor, the employee should go directly to anyone in management with whom he or she feels comfortable. In this regard senior management has an "open door" policy to any employee who wishes to raise a concern or issue. Of course, an employee can always go directly to the OCRWM Concerns Program, the U.S. Nuclear Regulatory Commission, the U.S. Department of Energy Inspector General, or any other government agency without fear of harassment, intimidation, retaliation or discrimination.

Management has the responsibility to address all concerns and issues promptly, objectively, and thoroughly to closure. The results will be provided to the concerned employee. If the employee determines that the results do not adequately address his or her concern or issue, the employee can request additional review or elevate it to higher management.

Printed with soy ink on recycled paper

Enclosure 1

Each employee involved in OCRWM's mission, whether a federal or contractor employee, or a non-supervisor or supervisor or manager, should act consistent with the expectations in this policy in the performance of his or her job responsibilities. If we all act consistent with these expectations, then together we will maintain a safety-conscious work environment. Should you have any questions in this regard, please discuss them with your supervisor or any member of management.

Dr. Margaret S.Y. Chu, Director
Office of Civilian Radioactive
Waste Management