

## Zero Tolerance for Retaliation

All employees have the right and responsibility to raise questions and concerns about work related issues without fear of retaliation. Retaliation or the perception of retaliation against any employee for raising such a concern could undermine the free flow of information and seriously affect safety.

We strongly affirm the company's commitment to zero tolerance for any type of harassment, discrimination, intimidation, or retaliation against employees who bring forth their concerns.

Thank you for your role in maintaining a safety conscious workplace free of retaliation.

See POL-117, *Open Door and Zero Tolerance for Retaliation Policy*

## Anonymous Hotline

**(208) 533-3500**

## ECP Contacts

**Devon Jackson**

Program Manager

(208) 360-9844

Devon.Jackson@icp.doe.gov

**Michelle Ammon**

Investigator

(208) 520-9484

Michelle.Ammon@icp.doe.gov

### Office Locations:

IWTU 1666 Room 106

TSB 112B

Phone: (208) 533-3848

E-mail: ECP@icp.doe.gov



*Safely delivering the Idaho Cleanup Project*

## Idaho Cleanup Project

# Employee Concerns Program

We are committed to sustaining an open and safety conscious work environment at the Idaho Cleanup Project, a place where employees feel free to raise concerns

# Employee

# Concerns

# Program

## About Us

We encourage employees to work with their supervisors and managers to resolve issues and concerns.

When this is not possible, the ECP provides an avenue to identify, report, and resolve employee concerns without fear of reprisal or retaliation. Employees can use the ECP to report concerns including, but not limited to, allegations or violations of laws, regulations, and accounting charging practices; company policies; procurement issues; environment, safety, and health concerns; issues of fair treatment; inappropriate management practices; quality concerns; and misuse of assets or government property. In addition, acts of harassment, intimidation, retaliation, or discrimination that result from reporting such concerns may be reported through the program.

Any issue that does not fall under the jurisdiction of the ECP is referred to the appropriate organization.

See MCP-1541, *Employee Concerns Program* for more information.

## The ECP Process

After a concern is reported, it is reviewed and investigated. If the Concerned Individual's identity is known, the results are shared with them.

## Confidentiality

Employees who identify themselves when reporting issues to the ECP may request that their identity be kept confidential outside of the ECP office. Every effort will be made to honor this request to the extent possible taking into account overriding conditions such as security, safety, or legal requirements. In these situations the employee will be informed in advance, where possible, regarding how, when, and to whom he/she may be identified.

## Anonymous Concerns

Employees can report their concerns anonymously. ECP requests that you provide as much information as possible in order for us to adequately investigate.

## Types of Concerns

Safety  
Environment  
Health  
Quality  
Security  
Waste, Fraud, Abuse  
Hostile Work Environment  
Chilling Effect  
Management Practices  
Harassment  
Intimidation  
Discrimination  
Retaliation

## Report a Concern

- Visit one of our offices at IWTU and TSB
- Mail a concern to MS 9106
- E-mail a concern to [ECP@icp.doe.gov](mailto:ECP@icp.doe.gov)
- Call our office at (208) 533-3848
- Call the Anonymous Hotline at (208) 533-3500

# Employee Concerns Program

**You have the right to voice  
your concerns**

The ECP provides an avenue to  
identify, report, and resolve concerns  
related to

Safety

Health

Quality

Security

Intimidation

Environment

Retaliation

Harassment

Discrimination

Waste, Fraud, Abuse

Management Practices

Hostile Work Environment

## Contact:

**Your Manager or  
Supervisor**

**Devon Jackson**

Program Manager

(208) 360-9844

Devon.Jackson@icp.doe.gov

**Michelle Ammon**

Investigator

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Stop by our offices

E-mail: ECP@icp.doe.gov

Hotline: 533-3500

Office: 533-3848

Mail: MS 9106

For more information and current office locations visit the ICP  
Intranet homepage and click on the ECP link

# Idaho Cleanup Project



*Safely delivering the Idaho Cleanup Project*

# Don't Be Scared

To Report Your Concerns

Safety

Hostile Work Environment

Environment

Waste, Fraud, Abuse

Health

Harassment

Quality

Discrimination

Security

Retaliation



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**Michelle Ammon**

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Investigator

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Office: 533-3848

Mail: MS 9106

Visit: IWTU 1666 Room 106

TSB 112B



**“TREAT EMPLOYEES  
LIKE *THEY MAKE A  
DIFFERENCE*  
AND THEY WILL”**

**Jim Goodnight, CEO, SAS**

**Brought to you by the ICP Employee Concerns Program**

# **The PR Department**

**Every employee is in charge  
of your organization's  
reputation.**

**The *Worker* more so than  
the VP or CEO.**

*Brought to you by the ICP Employee Concerns Program*



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# Be Thankful

## For the Employee Concerns Program

Safety

Hostile Work Environment

Environment

Waste, Fraud, Abuse

Health

Harassment

Quality

Discrimination

Security

Retaliation



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# The ECP Wants You!

To Voice Your Concerns

Safety

Environment

Health

Quality

Security

Hostile Work Environment

Waste, Fraud, Abuse

Harassment

Discrimination

Retaliation



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Program Manager

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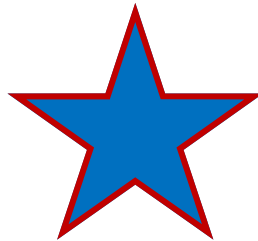
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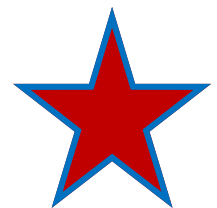
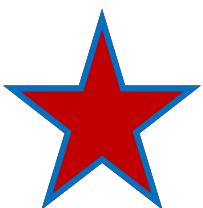
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# Wouldn't You Love

## To Report Your Concerns

Safety

Environment

Health

Quality

Security

Hostile Work Environment

Waste, Fraud, Abuse

Harassment

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