

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

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.

Concerns

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.

Program

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
- 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

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

Idaho Cleanup Project

Contact:

**Your Manager or
Supervisor**

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CH2M•WG
IDAHO, LLC

Safely delivering the Idaho Cleanup Project

Don't Be Scared

To Report Your Concerns

Safety

Environment

Health

Quality

Security

Hostile Work Environment

Waste, Fraud, Abuse

Harassment

Discrimination

Retaliation



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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.**

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Be Thankful

For the Employee Concerns Program

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The ECP Wants You!

To Voice Your Concerns

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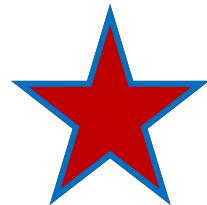
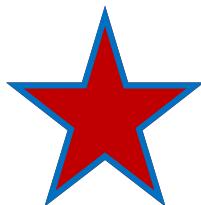
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Wouldn't You Love

To Report Your Concerns

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Health

Quality

Security

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Hostile Work Environment

Waste, Fraud, Abuse

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