



The Secretary of Energy

Washington, DC 20585

October 4, 2021

MEMORANDUM FOR ALL DEPARTMENT OF ENERGY EMPLOYEES

FROM: JENNIFER GRANHOLM

A handwritten signature in black ink, appearing to read "J. Granholm", written over a horizontal line.

Discrimination, harassment, and retaliation. As Secretary, I am honored to affirm DOE's
effort to ensure the principles of equal employment opportunity (EEO) which are

Equal employment opportunity in the workplace ensures that all employees have the
freedom to participate in a fair and open employment process. This principle is fundamental

This protection against discrimination and harassment extends to all management practices and decisions, including, but not limited to, recruitment and hiring practices, merit promotions, training, career development programs, benefits, reassignments, and separations from the Department. This means that employment related decisions must be based on merit and not on discriminatory factors.

Employees are encouraged to promptly report discrimination or harassment to any management official or directly to their EEO office. To preserve their right to utilize the EEO complaint process, employees or applicants for employment must initiate contact with their respective EEO office within 45 calendar days of the date of the alleged discrimination, or within 45 calendar days from the date on which they reasonably became aware of the discrimination. Headquarters employees or applicants for employment should contact the Department's Office of Civil Rights and Diversity, at (202) 5862218, regarding discrimination or harassment complaints. Field Site employees or applicants for employment should contact their local EEO office regarding discrimination or harassment complaints. If a formal EEO complaint is filed and accepted after completing the informal stage of the EEO process, prompt, thorough, and impartial investigation will be conducted. It is important to note that the Department seeks to protect the confidentiality of discrimination and harassment allegations to the fullest extent possible, and shares information only with those who have a need to know in the performance of their official duties.

Employees and applicants for employment have the right to report incidents of discrimination or harassment without fear of retaliation. Retaliation is a form of discrimination where an employee is subjected to an adverse employment action or harassment, solely because he or she filed a charge of discrimination or harassment; participated in an EEO investigation, proceeding, or hearing; or participated in other protected activity in opposition to unlawful discrimination or harassment.

It is the responsibility of the Department to address matters before they reach the level of severe or pervasive harassment, with the goal of preventing harassment before employees have been subjected to actionable harm. As a result, the Department may conduct an inquiry into the matter, even in the absence of an EEO complaint.

The Department fully supports the use of Alternative Dispute Resolution (ADR) as a way to resolve conflict constructively and at the earliest opportunity. For more information regarding ADR resources, contact the ADR Office at (202) 586-5862, the Office of the Ombudsman at (202) 586-5000, or ask your local EEO office for details.

Combating the climate crisis, creating clean energy union jobs, promoting energy justice, and maintaining a secure nuclear deterrent is critical to our Nation. Unlawful discrimination and harassment in the workplace undermine our ability to achieve our mission. Accordingly, I expect each employee to honor the principles of EEO in the workplace. Any employee who engages in discrimination or harassment in violation of

¹ Contact information for local EEO offices can be found by clicking on the hyperlink contained in the last paragraph of this policy statement.

the law or this policy may be subject to disciplinary action, including suspension or dismissal. Managers must act promptly and appropriately to eliminate and prevent discrimination and harassment in the workplace. Managers who have knowledge of an act of possible discrimination or harassment should contact their local [EEO and Employee Relations Office](#) for guidance.

For more information regarding discrimination or harassment in the workplace, or additional information on how to file an EEO complaint, please visit the Office of Civil Rights and Diversity webpage [EEO Complaint Process | Department of Energy](#)