


**Date:** September 26, 2014  
**To:** UT-Battelle Staff  
**c:** Cindy L. Mayfield (RC)  
**From:** Thomas E. Mason   
**Subject:** **Equal Opportunity and Affirmative Action Policies**

UT-Battelle, LLC (UT-Battelle) has implemented the following policies and procedures as part of its longstanding commitment to compliance with all applicable equal opportunity and affirmative action requirements.

### **Equal Opportunity Policy**

UT-Battelle is committed to maintaining a work environment that is free from any and all forms of unlawful discrimination and harassment. It is therefore the company's policy to prohibit discrimination and harassment against any applicant, employee, vendor, contractor, customer, visitor, or guest on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, national origin, age, disability, pregnancy, veteran status, genetic information, citizenship status, marital status, or any other basis prohibited by law. It is also the company's policy to prohibit any and all forms of retaliation against any individual who has complained of harassing or discriminatory conduct, or participated in a company or agency investigation into such complaints.

### **Affirmative Action Policy**

UT-Battelle is also a federal contractor subject to Executive Order 11246, Section 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (Section 4212) and Section 503 of the Rehabilitation Act of 1973, as amended (Section 503). As such, UT-Battelle is committed to taking positive steps to implement the employment-related aspects of the company's equal opportunity policy. Accordingly, it is UT-Battelle's policy to take affirmative action to employ, advance in employment, and otherwise treat qualified minorities, women, protected veterans, and individuals with disabilities without regard to their race/ethnicity, sex, veteran status, or physical or mental disability. Under this policy, UT-Battelle also will provide reasonable accommodation to the known physical or mental limitations of an otherwise qualified employee or applicant for employment, unless the accommodation would impose undue hardship on the operation of the company's business.

The company's affirmative action policy also prohibits employees and applicants from being subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in, or may engage in, (1) filing a complaint; (2) assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of Section 503, Section 4212, or any other federal, state or local law requiring equal opportunity for disabled persons or covered veterans; (3) opposing any act or practice made unlawful by Section

503 or Section 4212 and their implementing regulations, or any other federal, state or local law requiring equal opportunity for disabled persons or covered veterans; or (4) exercising any other right protected by Section 503 or Section 4212 or their implementing regulations.

The non-confidential portions of the affirmative action program for individuals with disabilities and protected veterans is available for inspection upon request by any employee or applicant for employment by contacting the Diversity and International Office at 865-574-4417.

### **Application of Equal Opportunity and Affirmative Action Policies**

These policies apply whenever and wherever a company employee is performing a function of his or her job, including all UT-Battelle locations, customer work sites, and company-sponsored or customer-sponsored business and social functions. The company's equal opportunity and affirmative action policies require that employment decisions be based only on valid job requirements and extend to all terms, conditions, and privileges of employment and personnel actions including, but not limited to, recruitment, selection, hiring, compensation, benefits, training, promotion, demotion, transfer, disciplinary actions, and layoff or other discharge.

### **Workplace Harassment, including Sexual Harassment**

A key component of UT-Battelle's commitment to equal opportunity is zero tolerance for workplace harassment based on, or because of, an individual's race, color, religion, creed, sex, sexual orientation, gender identity, national origin, age, disability, pregnancy, veteran status, citizenship status, marital status, or any other reason prohibited by law. Such harassment, whether committed by UT-Battelle employees or by customers, vendors, or other individuals doing business with UT-Battelle, will not be tolerated.

Prohibited harassment occurs when a supervisor, co-worker, or even a non-employee behaves or acts in a way that creates a hostile work environment for another employee or a non-employee based on an individual's race, color, religion, creed, sex, sexual orientation, gender identity, national origin, age, disability, pregnancy, veteran status, citizenship status, marital status, or other protected characteristic. While this policy sets forth our goals of promoting a workplace that is free of harassment, it is not intended to limit our right to take corrective action for workplace conduct that we deem unacceptable, regardless of whether that conduct meets the definition of a hostile work environment. UT-Battelle management is responsible for ensuring compliance with all aspects of this equal employment opportunity policy and for developing implementation strategies that promote its intent.

### **Obligations of Company Personnel**

UT-Battelle personnel have an obligation to contribute to a harassment- and discrimination-free workplace. Any employee who suffers or observes harassment or any other violation of this policy is strongly encouraged to notify Human Resources. A manager must report any concern of which he or she becomes aware. UT-Battelle will promptly and thoroughly investigate the alleged misconduct and, if a violation of this policy is found, will take immediate and appropriate corrective action.

### **Zero Tolerance for Retaliation**

Every employee is encouraged to come forward without fear of reprisal, as UT-Battelle's equal opportunity and affirmative action policies prohibit any and all forms of retaliation against anyone who in good faith complains that these policies are not being followed, or who otherwise participates in a company or agency investigation into such complaints, even if sufficient evidence is not found to substantiate the complaint. If you believe that you have been subjected to retaliation, your complaint should be directed to your Human Resources manager; to Cindy Mayfield, manager of the Diversity and International Office; or to the Staff Concerns Program.

After receiving a complaint involving a violation of UT-Battelle's equal opportunity or affirmative action policy, we will investigate and take corrective action, as appropriate. Complaints and investigations will be kept strictly confidential to the maximum extent possible. No one, regardless of position or length of service, is exempt from these policies.

### **Responsibility for Implementation**

As Laboratory Director, I fully support our affirmative action program and am committed to the implementation of the company's equal opportunity and affirmative action policies. I have delegated overall responsibility for these policies and the associated audit and reporting system to Cindy Mayfield, Manager of the Diversity and International Office. Each manager is responsible for the implementation of these policies for his or her directorate, division, or group, with assistance from Human Resources. Complaints should be directed to your Human Resources Manager or Cindy Mayfield at 865-576-8051.

TEM:bvm