

# Interoffice Memorandum



**Date:** June 22, 2022  
**To:** All Employees  
**From:** John Wagner, Laboratory Director   
**Subject:** ANNUAL AFFIRMATIVE ACTION AND DIVERSITY COMMITMENT

Battelle Energy Alliance (BEA) is committed to maturing and sustaining the mission at the Department of Energy's Idaho National Laboratory (INL), which is to discover, demonstrate, and secure innovative nuclear energy solutions, other clean energy options, and critical infrastructure. We believe that developing an inclusive and diverse workforce is critical to our success. So much so that in 2020 we added 'inclusivity' to our list of INL values. An inclusive culture enables everyone to maximize their potential. It leads to more collaboration, improves employee engagement, and creates better outcomes. BEA is committed to an effective affirmative action program. As a world-class research organization, BEA must recruit, develop, and maintain the best available talent. BEA supports a unique, bias-free workplace where employees and employment candidates are respected for their talent, experience, and ideas.

BEA is committed to providing employees and job applicants the assurance that all employment decisions are made without regard to race, color, religion, gender, national origin, or age. In addition, there will be no discrimination in employment based on marital status, pregnancy, sexual orientation, gender identity/expression, family responsibilities, genetic information, disability, or veteran status. Personnel procedures will be administered without discrimination in actions such as recruitment, hiring, transfer, promotion, reduction in force, reinstatement, compensation, benefits, training and education, tuition assistance, and social and recreational programs. In addition, BEA will make reasonable accommodations for religious needs and employees with disabilities in accordance with applicable laws.

BEA is committed to maintaining a work environment that is free from unlawful discrimination and harassment, and where everyone is treated with dignity and respect. In keeping with this commitment, BEA will not tolerate harassment of applicants or employees by anyone, including managers, co-workers, other employees, suppliers, subcontractors, or customers. Employees and applicants shall not be subject to harassment, intimidation, threats, coercion, retaliation, or discrimination because they have engaged in or may engage in any activity allowed by law. Each manager and employee is responsible for supporting BEA's objectives and procedures to ensure equal employment opportunity and a work environment free from harassment and discrimination.

Inclusive diversity goes beyond affirmative action. Inclusive diversity encompasses acceptance and respect of individual differences. An inclusive work environment values individual differences and encourages employees to contribute to the maximum of their abilities in a safe, fair, and positive environment.

To that end, BEA will seek to be recognized as a model employer in our community and the nation. BEA is committed to inclusive diversity where:

- We respect and value individual differences
- We collaborate and seek out diverse opinions and viewpoints
- We attract and retain a diverse workforce
- We reach our individual potential while in support of business objectives
- We recognize and reward staff for supporting these key principles
- Our leaders advocate diversity

Employees should immediately report incidents of harassment or discrimination. Reports may be made to the employee's supervisor or manager, the next level of leadership management, Employee Relations investigators, Human Resources business partners, any member of management, or the Legal Office, as well as anonymously through a 24-hour Navex hot line (1-855-285-6057) or online via the Navex Reporting link on the Employee Relations website. During evening, night, weekend, and holiday shifts, reports can be made to Emergency Communications (208-526-1515 or 208-526-2211). Additionally, managers must notify their Human Resources business partner immediately upon receiving an allegation of harassment or discrimination.

Disciplinary action, up to and including termination, will be taken for any acts of retaliation directed at an employee who files a complaint, assists or participates in an investigation, opposes any unlawful act or practice, or exercises any other right.

Please join me in maintaining and advancing an inclusive working environment at INL, an environment that is welcoming to diverse talent and enables everyone's success and fulfillment.