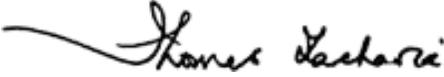


**Date:** January 14, 2022  
**To:** UT-Battelle Staff  
**c:** Jody R. Zahn – RC  
**From:** Thomas Zacharia   
**Subject:** **Equal Opportunity and Affirmative Action Policies**

UT-Battelle, LLC (UT-Battelle) is committed to maintaining and fostering a safe, equitable, and inclusive work environment in which all employees are treated fairly and with dignity and respect. Accordingly, UT-Battelle does not and will not tolerate discrimination or any form of unlawful harassment. The following policies and procedures have been adopted as part of our efforts to implement this longstanding commitment.

### **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 federal, state, or local 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 who has participated in a company or agency investigation into any such complaints.

### **Discrimination**

It is a violation of UT-Battelle's policy to discriminate in the provision of employment opportunities, benefits or privileges; to make any decision regarding job assignment or reassignment, performance evaluation, compensation, promotion or demotion, termination or commencement of employment, or any other decision involving a tangible employment action; or to otherwise create discriminatory work conditions; based on 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 federal, state, or local law.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state, and local laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

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

Another key component of UT-Battelle's commitment to equal opportunity is an absolute prohibition on 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, genetic information, citizenship status, marital status, or any other basis prohibited by federal, state, or local law. Such harassment, whether committed by UT-Battelle employees (e.g., managers, supervisors, or coworkers) or by customers, vendors, or other individuals doing business with UT-Battelle, will not be tolerated.

Staff awareness and understanding of UT-Battelle's prohibition of all forms of discrimination and harassment is particularly important in the context of recent studies suggesting that factors connected with implicit and explicit bias, including gender bias, can negatively impact our ability to foster a diverse and inclusive work environment. As such, UT-Battelle will require appropriate annual training.

While this policy sets forth our goals of promoting a workplace that is free of discrimination and 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.

## **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/sexual orientation/gender identity, veteran status, or physical or mental disability. Under this policy, UT-Battelle will also provide reasonable accommodation to the known physical or mental limitations of an otherwise qualified employee or applicant for employment, unless the accommodation would impose an 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, any of the following activities: (1) filing a complaint; (2) assisting or participating in an investigation, compliance evaluation, 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 individuals with disabilities or protected 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 individuals with disabilities or protected 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 Talent Engagement and Mobility Division 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.

### **Obligations of Company Personnel**

UT-Battelle staff have an obligation to contribute to a harassment- and discrimination-free workplace, to foster and maintain a safe and inclusive work environment, and to treat all employees with dignity and respect. 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 corrective action. Such corrective action will be tailored as appropriate to address the underlying conduct and may include disciplinary action up to and including termination, even for a first offense.

### **Zero Tolerance for Retaliation**

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. Every employee is encouraged to come forward without fear of reprisal. If you believe that you have been subjected to retaliation, your complaint should be directed to your Human Resource Business Partner; to the Talent Engagement and Mobility Division Director; or to the Employee Concerns Coordinator.

After receiving a complaint involving a violation of UT-Battelle's equal opportunity or affirmative action policy, UT-Battelle 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 the Director of Oak Ridge National Laboratory, I reaffirm the Laboratory's commitment to Equal Employment Opportunity, Affirmative Action, and an equitable and inclusive work environment. I have delegated day-to-day responsibility for these policies and the associated audit and reporting system to Jody Zahn, Director, Human Resources. Each manager is responsible for the implementation of these policies, with assistance from Human Resources. Complaints should be directed to your Human Resource Business Partner, Jody Zahn, or Deborah Bowling, Director, Talent Engagement and Mobility. You may also direct related concerns to Angie Treece, Employee Concerns Coordinator.

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