Battelle
Pacific Northwest Division

Project Number _____

Internal Distribution

BNW and BSRC
Bulletin Boards

Date September 11, 1984

To PNWD Staff Members

From W. R. Wiley

Subject Equal Employment Opportunity (EEO)/Affirmative Action (AA)

Battelle supports Equal Employment Opportunity and Affirmative Action in hiring and employment of all personnel.

It is Battelle's policy that all personnel actions and other treatment of staff members and applicants for employment be handled on an equal opportunity basis without regard to race, color, physical or mental handicap, religion, age, sex or national origin. Further, it is Battelle's policy to take affirmative action to employ and advance in employment qualified minorities, females, physically or mentally handicapped individuals, and disabled veterans and veterans of the Vietnam era. Copies of the veterans' and handicapped plans are available for review at the Equal Opportunity Office during normal business hours. In hiring staff members, qualifications will be the basis for selection. Once employed, a person's opportunity to progress is based on his/her ability and performance.

Battelle will assure that employees and applicants for employment who file a complaint or assist in an investigation will be protected from coercion, intimidation, interference or discrimination.

I intend that the scope of this policy include, but not be limited to: recruitment, hiring, promotions and demotions, compensation, benefits, transfers, layoffs, return from layoff, company sponsored training, education, tuition refunds, and social and recreational programs.

The successful implementation of our Affirmative Action Plans will benefit our organization. PNWD management is responsible for the success of the Plans.

I have assigned the overall coordination, planning, and facilitation of BNW's EEO policies and Affirmative Action Plans to C. L. Simpson, Director, Human Resources & Support Services. P. J. Ptacek, Manager, Equal Opportunity Office, has primary responsibility for writing the Affirmative Action Plans based on input from management and following the day-by-day implementation of the Plans, including monitoring, auditing, and reporting the results of our efforts. Other Human Resources staff and the Legal Office will provide guidance and support to the Director, Human Resources & Support Services, when necessary. Len Rodig, Director, Business and Support Services, has been assigned the overall EEO/AA responsibility for BSRC and Fee Paid Seminars.

I shall continue to support Affirmative Action and Equal Employment Opportunity. I expect each of you to cooperate fully with the implementation of this policy.