



# NATIONAL TRAINING CENTER

## Training Operations

### Policy

Title:	Non-Discrimination Policy
Number:	TRN-PCY-383
Revision:	0

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**Submitted By:**  
HR Program Manager  
Human Resources Department

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**Reviewed By:**  
Training Director  
DOE National Training Center

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**Approved By:**  
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## REVISION HISTORY

<b>Rev.</b>	<b>Date</b>	<b>Description of Revision</b>
0	See Final Signature	Original document approved.

## 1.0 PURPOSE

This document describes the organization's commitment to a policy of non-discrimination and the right of all employees, instructors, and students to work and learn in an environment free of harassment and intimidation at the U.S. Department of Energy (DOE) National Training Center (NTC).

Noncompliance with this policy and all applicable procedures may result in disciplinary action up to and including disqualification from participating in the delivery of the course, decertification as an NTC instructor, and termination of employment.

## 2.0 SCOPE

This document applies to all NTC employees, certified instructors, and students.

## 3.0 CANCELLATION

This is an original document.

## 4.0 DEFINITIONS

- 4.1 **DISCRIMINATION.** It is unlawful to base employment actions, or the terms and conditions of employment, on an individual's age, sex, religion, race, color, ancestry, national origin, disability, marital status, veteran status, sexual orientation, citizenship, genetic information, pregnancy, or any other classification protected under state or federal law. Furthermore, it is unlawful to subject employees to intimidation or harassment (e.g. physical or verbal abuse, offensive comments, degrading words, threats, etc.) based on their protected classifications.
- 4.2 **SEXUAL HARRASSMENT.** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by any employee or student to any other employee or student, or by a vendor, supplier, or client to any employee or student, that constitute inappropriate sexual conduct and can form the basis for sexual harassment claims. Inappropriate sexual conduct can take many forms. It is not limited to physical assaults, unwelcome or unwanted sexual advances, and requests or demands for sexual favors. It can also involve:
1. Unnecessary or unwanted physical contact (e.g., patting, pinching, hugging, or intentionally brushing up against another employee's body);
  2. Verbal conduct (e.g., offensive sexual flirtations, advances, propositions, verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or the telling of "dirty jokes"); and
  3. Non-verbal conduct (e.g., display in the workplace of sexually suggestive objects, sexual pictures in the workplace, winking, lingering glances, wolf whistles, or sexual gestures).

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### NON-PROPRIETARY INFORMATION

This document was prepared by the Training Operations and is scheduled for review in October 2024.

## 5.0 RESPONSIBILITIES

Although each individual is responsible for his or her duties listed in this section, these duties may be delegated to another individual who is equally qualified to perform the same function.

### 5.1 General Manager

The General Manager is responsible for oversight of the implementation of this Non-Discrimination Policy.

### 5.2 Human Resources Representative

The HR Representative is responsible for updating this Non-Discrimination Policy.

### 5.3 Training Department Managers (TD Mgrs)

TD Mgrs are responsible for ensuring all personnel involved in development and delivery of their department courses are aware of, acknowledge, and comply with this Non-Discrimination Policy. This will be accomplished by:

1. Providing department staff members with access to this policy.
2. Having each staff member sign the attached Non-Discrimination Acknowledgment Form.
3. Maintaining the signed Non-Discrimination Acknowledgment Forms as an official record.

### 5.4 Instructors (Insts)

Instructors are responsible for informing all students of this Non-Discrimination Policy and providing guidance on how to report an incident.

## 6.0 POLICY

1. The NTC is firmly committed to a policy of non-discrimination and the right of all individuals involved in training to a work/learning environment free of harassment and intimidation. Discrimination and/or harassment of any employee or student on the basis of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors protected under state or Federal law is prohibited.

All employees, students, and instructors are responsible for compliance with this policy. Anyone violating this policy against discrimination and/or harassment, including sexual harassment, will be subject to immediate and appropriate disciplinary action, including possible termination.

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2. If an individual feels they are being discriminated against or subjected to sexual harassment, they are responsible for bringing it to the attention of the harassing party and/or management, their Lead Instructor, and/or Human Resources Representative.

If the harassment does not stop after being brought to the attention of the harassing party, it is the individual's (complainant's) responsibility to bring the matter to the attention of management, the Lead Instructor, and the Human Resources Representative.

3. If an individual observes another individual being discriminated against or subjected to sexual harassment, they are also obligated to bring the matter to the attention of management, the Lead Instructor, and the Human Resources Representative.
4. It is the policy of the NTC to promptly and thoroughly investigate such reports in any circumstances through the proper channels.
5. Only those who have an immediate need to know—including the investigators, the alleged target of harassment, the alleged harasser, and any witness—may find out the identity of the complainant when necessary.
6. The complainant will be informed periodically of the status of the investigation and the conclusion of the investigation. Confidentiality of the information obtained during the investigation will be maintained to the extent possible. The organization will take timely and appropriate corrective action when it determines that discrimination, harassment, or retaliation has occurred. Appropriate action may range from the issuance of an oral warning to more stringent measures, up to and including dismissal for more serious offenses or for repeated offenses. The seriousness with which each individual incident is perceived should take into account the relative organizational power relationships between persons involved and the possible presence of an element of coercion.
7. All individuals are assured that, by law, there will be no retaliation permitted against the individual who complained of, reported, or participated in the investigation of a discrimination and/or harassment problem.
8. The Lead Instructor is responsible for reviewing this policy at the beginning of each training course and will identify the appropriate reporting points of contact (e.g., NTC or local personnel). In addition, this policy will be publicly posted on the NTC website and will be included in all instructor and student guides.
9. Individuals having comments, questions, or complaints related to this policy are directed to contact the NTC HR Representative at [HR@ntc.doe.gov](mailto:HR@ntc.doe.gov).

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## NTC Directive Read Acknowledgement Form

Please complete within timeframe requested.

### EMPLOYEES

I acknowledge that I have read the following:

Title TRN-PCY-383 Non-Discrimination Policy

I acknowledge that, as a condition of my employment, I am expected to adhere to the requirements in the above directive(s).

I understand I am governed by the contents of the above directive(s).

I understand the NTC may make changes to its directives and will notify employees when such directives have been finalized, approved, and made available on the NTC's Intranet.

\_\_\_\_\_  
Employee Signature