**Nature of the Award**

The Department of Energy (the Department or DOE) Equal Employment Opportunity (EEO) Award is a non-monetary, honorary award. The award includes a plaque and recognition by the Director, Office of Economic Impact and Diversity (ED).

**Award Categories**

The following award categories are hereby established for the annual DOE EEO Awards Program:

Category I: Leadership in EEO Award for DOE Federal Supervisors, Managers, or Senior Leaders
Category II: Level the Playing Field Award for DOE Federal Employees
Category III: Excellence in EEO Award for DOE Federal Employee Group (generally no more than ten employees)
Category IV: Excellence in EEO Award for DOE Federal Work Unit

**Purpose**

The purpose of the EEO Awards Program is to recognize individual DOE Federal supervisors, managers, or senior leaders; individual DOE Federal employees; groups of DOE Federal employees; or DOE Federal work units for their achievements, contributions, and efforts in supporting equal employment opportunity in the DOE workplace. The EEO Awards Program is intended to acknowledge and encourage significant and continued efforts in promoting equal employment opportunity into everyday practice to make EEO a fundamental part of the DOE workplace culture. EEO in the workplace helps to ensure that all employees feel valued for the work they do and have the freedom to compete on a fair and level playing field.

**Criteria**

For award consideration, nominees must have a demonstrated commitment to EEO through one or more of the following criteria:
For Category I Awards:

- Evidence of providing outstanding leadership in the development and implementation of action plans or activities which led to innovative changes and/or improvements in organizational policies, practices, or procedures that enhance the practices of equal employment opportunity in the workplace.

- Evidence of superior accomplishment in recruitment and hiring, human relations, development of subordinate employees, or other activities which advance equal employment opportunity at DOE.

- Evidence of contributions that have had a positive impact on career advancement for employees at DOE.

- Evidence of resolving workplace conflict, offering effective solutions, and/or utilizing available resources to diffuse conflict in the workplace.

For Category II, III, or IV Awards:

- Evidence of contributions that resulted from an individual’s or group’s particular efforts in demonstrating the practice of impartiality, respect (worth/value), and/or equal opportunity for one or more DOE employees.

- Evidence of efforts made in establishing or strengthening communication between groups, which resulted in increased engagement, collaboration, and creativity that expanded opportunities for employees, or which limited conflict in the workplace.

- Evidence of contributions that advanced our understanding of the importance of a fair and level playing field in any aspect of employment within DOE.

- Evidence of continuing efforts or a significant single non-recurring effort that championed policies, practices, or procedures that promoted equal employment opportunity and/or fostered positive change in the area of EEO.

- Evidence of contributions that have had an impact on career advancement for employees at DOE.

Eligibility

The EEO Awards Program is open to DOE Federal supervisors, managers, or senior leaders; non-supervisory DOE Federal employees; groups of DOE Federal employees; or DOE Federal work units that demonstrate the spirit of their respective EEO award category as evidenced by achievements and efforts that support a commitment to equal employment opportunity in the DOE workplace. Nominees must be DOE Federal employees or DOE Federal work units.
Nominations

Any DOE Federal employee may nominate an individual, group of individuals, or work unit for this honorary EEO award. To submit a nomination for a Category I, II, III, and/or IV Award, an individual must submit a completed EEO Awards Program Nomination Form for each nominee (only one Nomination Form is required to nominate a DOE Federal Employee Group for an EEO Award). Only complete EEO Awards Program Nomination Forms will be considered. Please note that the narrative section of the Nomination Form must clearly state how the individual employee, group of employees, or work unit meets the criteria for this honorary EEO award.

All nominations must be submitted to the Office of Economic Impact and Diversity, Office of Civil Rights and Diversity, Equity and Diversity Division following the instructions on the Nomination Form.

Review and Selection

An EEO Awards Program Committee established by the Office of Economic Impact and Diversity (ED) and chaired by the Deputy Director, Office of Civil Rights and Diversity, will review all nominations and provide a recommended list of EEO award recipient(s) to the ED Director. The ED Director will make the final decision regarding awards.

For additional information, please contact:

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