

EEO In Review

September 2021:
Issue 1

The latest news and announcements from the Office of Civil Rights and Diversity (OCRD)

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A message from Ann Augustyn, Acting Director, Office of Economic Impact and Diversity

I am delighted to share with you this inaugural *EEO In Review* Newsletter. The goal of the Newsletter is to share with the broader DOE enterprise news and updates in the area of equal employment opportunity (EEO) at DOE. It is our hope that by increasing communication with the DOE community, we will increase visibility and awareness of EEO principles in the DOE workplace and provide you with an opportunity to learn about upcoming EEO-related training, EEO-related trends, special observances, and updates to EEO law.

If you would like more information related to the content of the Newsletter or have any questions, feel free to reach out to the Office of Civil Rights and Diversity at civilrights@hq.doe.gov.

DOE EQUAL EMPLOYMENT OPPORTUNITY AWARDS PROGRAM

The Office of Civil Rights and Diversity is launching an Equal Employment Opportunity (EEO) Awards [Program](#) 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 Program is intended to encourage continued efforts in making EEO a fundamental part of the DOE workplace culture. The award is a non-monetary, honorary one, and will include a plaque and recognition by the ED Director. [Click here](#) to access the EEO Awards Program Nomination Form. Nominations for FY '21 awards must be submitted no later than November 1, 2021.

DOE Employee Resource Groups

Consider joining a DOE Employee Resource Group (ERG)! ERGs are chartered groups of DOE employees who come together based on shared interests, characteristics, or life experiences to provide personal support and to promote diversity and inclusion, equal opportunity, professional development, and cultural awareness.

Interested in joining an ERG? Reach out to any of the following ERG contacts for more information.

- **Asian American Pacific Islander Network (AAPIN)**

Arlene Fetizanan, President
arlene.fetizanan@ee.doe.gov
(202) 586-3124
aapin@energy.gov

- **Blacks in Government at Energy (BIG)**

Vernita Galloway, Membership Chair
Vernita.Galloway@Hq.Doe.Gov
(202) 586-9117
BIG.ENERGY@hq.doe.gov

- **Community for the Advancement of Latinos at DOE (CALDOE)**

Edward Rios, Acting Co-President
edward.rios@hq.doe.gov
(202) 287-5407

Beatriz Cuartas, Acting Co-President
Beatriz.Cuartas@nnsa.doe.gov
(202) 287-5968
CALDOE@hq.doe.gov

- **EnergyVets**

Rizwan Shah, Chair
rizwan.shah@hq.doe.gov
(202) 586-4371
EnergyVets@hq.doe.gov

- **Emerging Professionals Group**

Brandi Panbach, President
brandi.panbach@ee.doe.gov
(202) 586-1290
EmergingProfessionalsGroup@hq.doe.gov

- **Gay, Lesbian, Bisexual, Transgender and Queer (GLOBE) Employees and Allies**

Michael Kopalek, Acting President
michael.kopalek@eia.gov
(202) 586-4001

Colette Broussard, Alternate POC
colette.broussard@hq.doe.gov
(301) 903-5452
GLOBE@energy.gov

- **Professional Opportunities for Women at Energy Realized (POWER)**

Jennifer Hoynak, POWER Director
Jennifer.Hoynak@nnsa.doe.gov
(202) 834-0928
POWER@hq.doe.gov

If you are interested in starting a new Employee Resource Group, you may contact Mr. Charlie Carrasco, Diversity and Inclusion Specialist, Office of Civil Rights and Diversity, Equity and Diversity Division, at charlie.carrasco@hq.doe.gov or at (202) 235-6415.

EEO Training for DOE Employees and Supervisors

The Office of Civil Rights and Diversity conducted six virtual Equal Employment Opportunity (EEO) training sessions on the topics of harassment prevention, sexual harassment prevention, and EEO Compliance for Managers and Supervisors from June - July, 2021. **Here are highlights from the training events:**

Harassment Prevention (conducted on June 10, 2021 and July 8, 2021).

In the past three fiscal years, harassment has been one of the top three issue identified in EEO complaints of discrimination. Harassment in the workplace can have a corrosive effect on an organization's culture and can lead to low employee morale and reduced productivity.

Training highlights:

- Defined and discussed the different forms of harassment prohibited by Federal law.
- Identified the impacts of workplace harassment.
- Identified strategies to employ to prevent workplace harassment.
- Provided examples of different types of behavior that can give rise to harassment claims.

Sexual Harassment Prevention (conducted on June 24, 2021 and July 22, 2021).

Educating employees on the seriousness of sexual harassment in the workplace is the first step toward preventing incidents in the workplace and maintaining a work environment free of sexual harassment.

Training highlights:

- Defined sexual harassment and identified the different types of sexual harassment prohibited by Federal law.
- Provided examples of behaviors (e.g., verbal and/or electronic communication, non-verbal conduct, and/or physical conduct) that could constitute sexual harassment.

- Educated participants on roles and responsibilities related to sexual harassment prevention in the workplace.
- Provided information on where to report sexual harassment in the workplace.

EEO Compliance for Managers and Supervisors (conducted on June 30, 2021 and July 29, 2021).

Supervisors and managers play a key role in addressing and preventing discrimination, retaliation, and harassment in the workplace.

Training highlights:

- Identified the fundamental principles of Federal anti-discrimination laws.
- Identified the specific roles and responsibilities of supervisors and managers in addressing discrimination, retaliation, and harassment in the workplace.
- Explained the informal and formal stages of the EEO complaint process.
- Identified methods for preventing workplace discrimination, harassment, and retaliation.
- Described the benefits of utilizing alternative dispute resolution methods to resolve EEO complaints, when appropriate.

Stay tuned for Fall 2021 training opportunities from the Office of Civil Rights and Diversity!

For questions related to DOE EEO training, contact the Office of Civil Rights and Diversity at: eeotraining@hq.doe.gov.

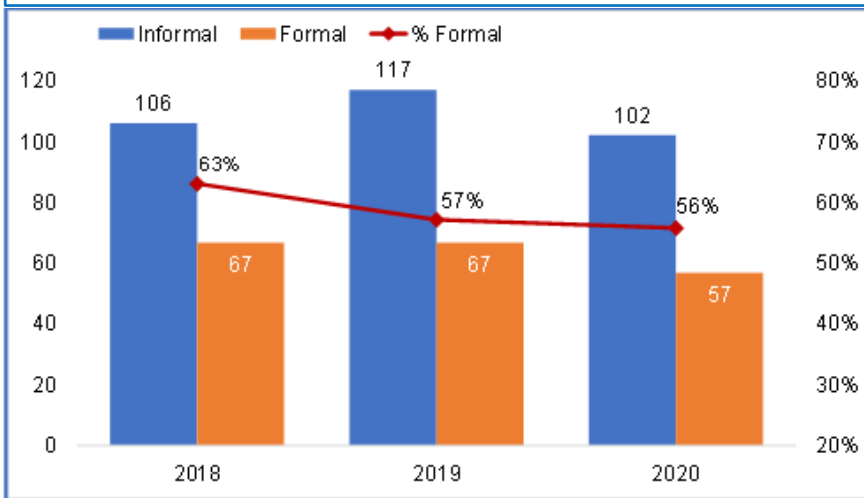
EEO Complaint Process

Employees are encouraged to promptly report discrimination or harassment to any management official or directly to their EEO office. To preserve their right to utilize the EEO complaint process, employees or applicants for employment must initiate contact with their respective EEO office within 45 calendar days of the date of the alleged discrimination, or within 45 calendar days from the date on which they reasonably became aware of the discrimination. Headquarters employees or applicants for employment should contact the Department’s Office of Civil Rights and Diversity at (202) 586-2218, regarding discrimination or harassment complaints. Field Site employees or applicants for employment should contact their local EEO office regarding discrimination or harassment complaints. If a formal EEO complaint is filed and accepted (after completing the informal stage of the EEO process), a prompt, thorough, and impartial investigation will be conducted.

It is important to note that the Department seeks to protect the confidentiality of discrimination and harassment allegations to the fullest extent possible, and shares information only with those who have a need to know in the performance of their official duties.

For more information regarding discrimination or harassment in the workplace, additional information on how to file an EEO complaint, or contact information for DOE’s EEO offices, please visit the Office of Civil Rights and Diversity webpage: [EEO Complaint Process | Department of Energy](#).

EEO Informal and Formal Complaints, FY 2018 - FY 2020



From FY '18 to FY '20, there were 325 informal complaints, representing an average of about 24 informal complaints per 1,000 DOE employees during this time. The relative percentage of informal complaints that converted to formal complaints during this time declined from 63% in FY'18 to 56% in FY '20.

At the end of the FY 2021 3rd Quarter, there were 54% fewer informal EEO complaints and 40% fewer formal EEO complaints than at the same time in FY 2020.

Federal civil rights laws prohibit discrimination and harassment on the following bases:

- Race
- Color
- Religion
- National origin
- Genetic information
- Sex (including pregnancy, gender identity, and/or sexual orientation)
- Age (40 and over)
- Disability (physical and/or mental)
- Retaliation for prior EEO activity

Calendar Year 2021 Special Observances

Dr. Martin Luther King, Jr. Day celebrated on January 14, 2021: The theme for the 2021 Dr. Martin Luther King, Jr. Day observance, "The Urgency of Creating the Beloved Community," reflected on the importance of engaging each other with nonviolence as a pathway to a more just, humane, peaceful, and equitable world. Our guest speakers included Dr. Roslyn Artis, President of Benedict College, and Thomas W. Dortch, National Chairman of 100 Black Men of America. The Program also included a fireside chat featuring John Hairston, Administrator and CEO of Bonneville Power Administration, and Paula R. Glover, President of Alliance to Save Energy.

Black History Month celebrated on February 21, 2021: The Black History Month special observance themed, "The Black Family: Representation, Identity and Diversity," featured remarks from Acting Energy Secretary David Huizenga; Caroline Grey, White House Liaison Officer; Shalanda H. Baker, Deputy Director for Energy Justice; and Shirley Cambrel, Past President and Lifetime Member of the Blacks in Government (BIG) Energy Chapter Employee Resource Group (ERG). The Program included a guest performance by Morgan McCoy titled, "The Evolution of a Black Girl: From the Slave House to the White House." The Program closed with a musical performance by former DOE employee Daniel Hill of "Lift Every Voice and Sing."

Women's History Month celebrated on March 29, 2021: The Women's History Month Program carried the theme of "Women in STEM: Be Brave, Be Bold, Be Fearless." The Program featured remarks by Energy Secretary Jennifer Granholm; Dr. Vanessa Chan, Chief Commercialization Officer and OTT Director; and Jennifer Hoynak, Director of the Professional Opportunities for Women at Energy Realized (POWER) ERG. Shalanda H. Baker, Secretarial Advisor on Equity and Deputy Director for Energy Justice, moderated a panel, which included Pamela Isom, Director, Office of Artificial Intelligence and Technology; Dr. Sunita Satyapal, Director, Hydrogen and Fuel Cell Technologies Office; and AnnaMaria Garcia, Director, Weatherization

and Intergovernmental Programs Office.

Asian American and Pacific Islander Heritage Month celebrated on May 25, 2021: This year's theme, "Advancing Our Leaders Through Purpose-Driven Service," focused on leaders who are driven by purpose and understand they can make a difference by serving others. The observance featured remarks from Energy Secretary Jennifer Granholm; Caroline Grey, White House Liaison Officer; Tarak Shah, Chief of Staff to the Secretary; and Dr. Yi Cui, Director, Precourt Institute for Energy and Professor of Materials Science and Engineering, Stanford University. Arlene Fetizanan, President, Asian American Pacific Islander Network ERG, moderated a panel, which included Jo-Ann Yoo, Executive Director, Asian American Federation (AAF); Joo Han, AAF Deputy Director; and Tavae Samuelu, Executive Director, Empowering Pacific Islander Communities (EPIC).

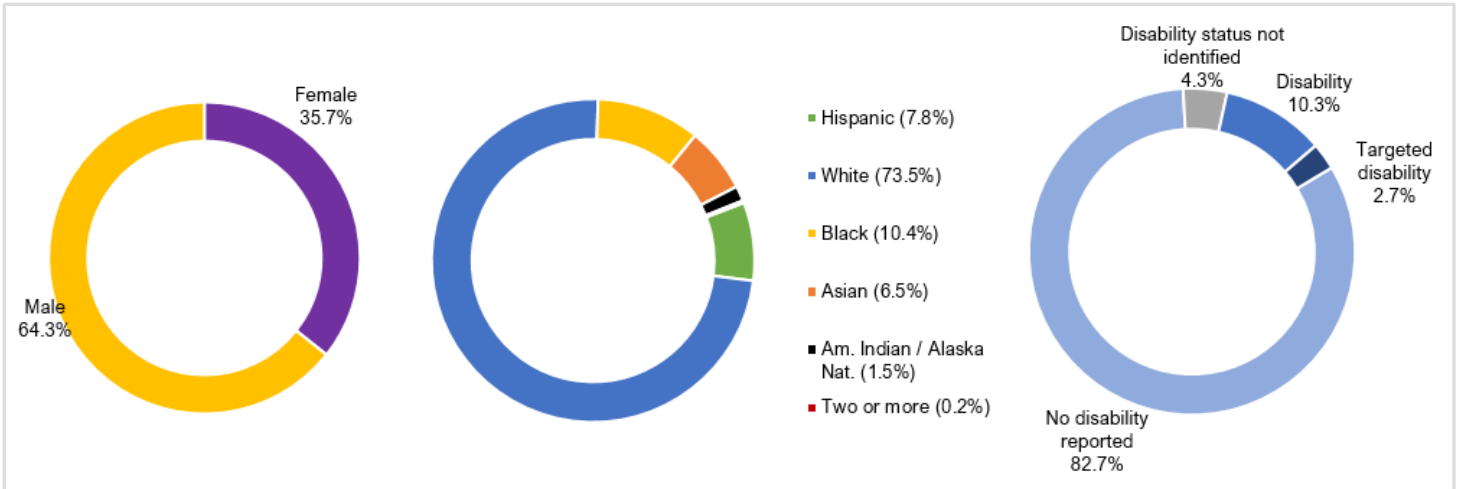
Pride Month celebrated on June 28, 2021: This year's theme, "The Power of Leadership as Champions for LGBTQ+ Employees," emphasized the importance of inclusive leadership. The observance featured remarks from Energy Secretary Jennifer Granholm; Colette Broussard, a leader from the Gay, Lesbian, Bisexual, Transgender, and Queer (GLOBE) Employees and Allies ERG; and Michael Kopalek, Acting President of GLOBE. David A. Mayorga, Director, Office of Public Affairs, moderated a panel, which included Shalanda H. Baker, Secretarial Advisor on Equity and Deputy Director for Energy Justice; Greg Degen, Chief of Staff, Office of International Affairs; Jami J. Rodgers, Director, Office of Headquarters Procurement; and Kimberly Matthews-Williams, Human Capital Program Manager.

Upcoming Fall 2021 Special Observances:

- **Hispanic Heritage Month** (September 28)
- **National Disability Employment Awareness Month** (October 2021)
- **Veterans' Day** (November 2021)
- **Native American Heritage Month** (November 2021)

Snapshot of DOE Demographics

The graphs below depict the DOE Permanent Federal Workforce (12,757) on board as of September 30, 2020 by Sex, Race/National Origin, and Disability Status*



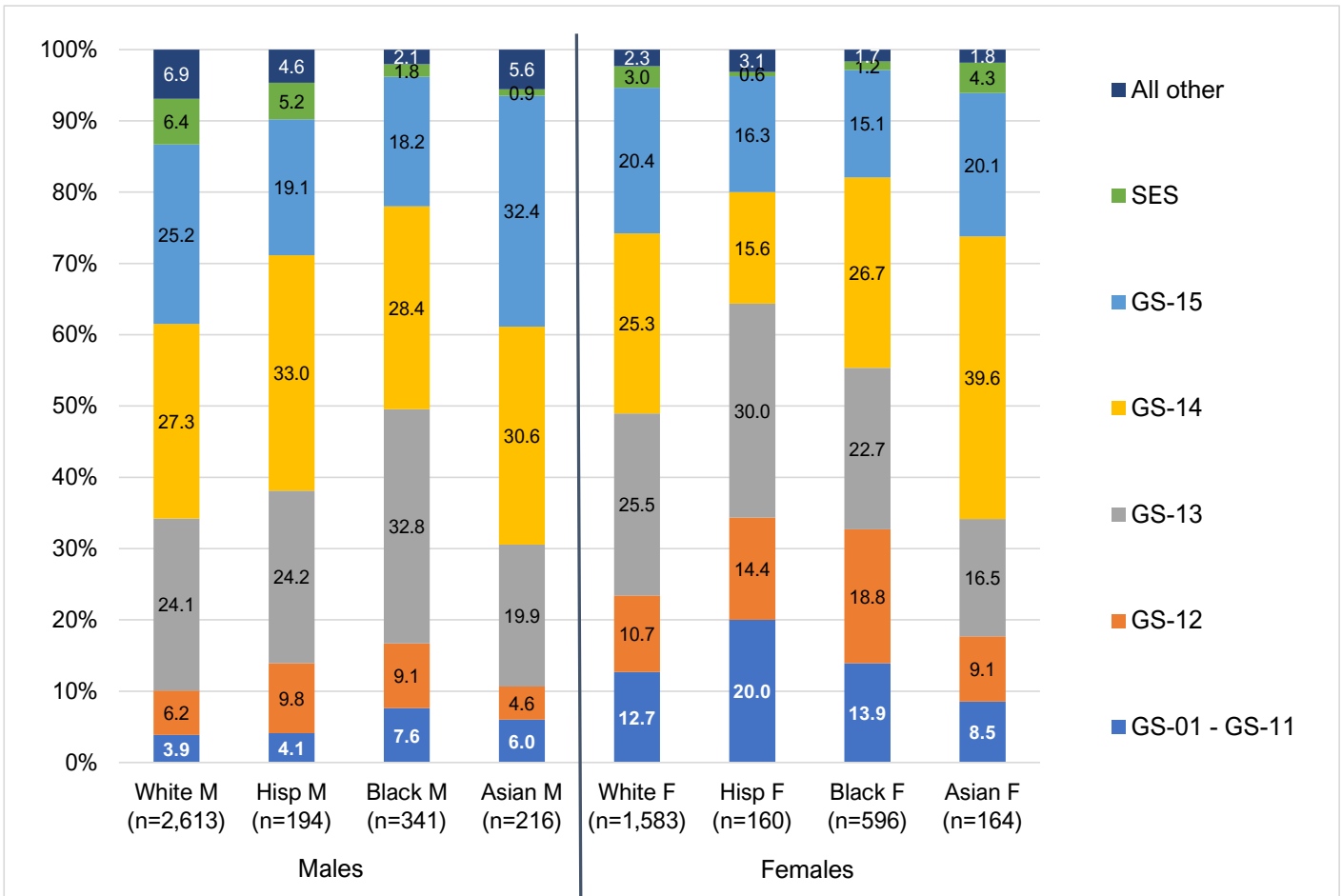
*Sources: FY 2020 MD-715 Reports of DOE Headquarters plus twelve field sites, NNSA, BPA, and WAPA.

Dr. Lisa Frehill, Social Science Research Analyst, Office of Civil Rights and Diversity, Equity and Diversity Division, presented a detailed overview of DOE demographic data to the DOE Gender Equity Team and the following Employee Resource Groups: Professional Opportunities for Women at Energy Realized (POWER), Blacks in Government (BIG) Energy Chapter, Asian American Pacific Islander Network (AAPIN), and the Community for the Advancement of Latinos at DOE (CALDOE). Through the presentations, Dr. Frehill shared data related to the participation rates of women, African Americans, Asian Americans and Pacific Islanders, Latinx, and other underrepresented groups in the DOE Federal workforce.

Ann Augustyn, Acting Director, Office of Economic Impact and Diversity (ED), will partner with the Human Capital Office of Corporate Executive Management (OCEM) to host a Lunch and Learn Series on the "Nuts and Bolts of Considering, Preparing For, and Applying to the Senior Executive Service (SES)" for members of DOE's Employee Resource Groups. Acting Director Augustyn will share her experiences in applying for and being selected as a member of the SES, as well as her tenure as a member of the SES. We are pleased to report that 40 members of DOE's ERGs have expressed interest in participating in the Lunch and Learn Series! ED thanks OCEM for this partnership to provide this valuable information to up and coming DOE leaders.

Overview of DOE Demographics

The following graph depicts the number of DOE Federal employees by gender and race/national origin (RNO) in the different GS, SES, and other pay scales for DOE Headquarters and twelve field site locations (but does not include WAPA, BPA, or NNSA). *ED notes that the number of DOE Federal employees (89) in RNO categories of American Indians and Alaska Natives, Native Hawaiian or Other Pacific Islander, and those who identify as Two or More Races are too small to permit robust quantitative analyses, such as those illustrated here. To further evaluate data related to career advancement for American Indians and Alaska Natives, Native Hawaiian or Other Pacific Islander, and those who identify as Two or More Races, the use of qualitative methodologies is necessary. ED is in the process of researching and identifying qualitative methodologies to enhance this analysis.



Source: OCRD Office of Equity and Diversity analysis of DOE permanent employees on board 30 September 2020. Does not include WAPA, BPA, or NNSA.