

memorandum

DATE: July 7, 2008

REPLY TO

ATTN OF: M-5:Smith

SUBJECT: **DIVERSITY PROGRAMS AND EMPLOYEE CONCERNS/SEXUAL HARASSMENT SURVEY AND TRAINING**

TO: All DOE-ORO Employees

DOE Order 311.1B, Equal Employment Opportunity (EEO) and Diversity Program, requires that DOE employees must participate in a minimum of 3 hours of training on the prevention of sexual harassment on a biennial basis. In preparation for FY 2008 training, ORO is conducting an on-line survey. This survey gives you the opportunity to comment on your views and experience of sexual misconduct and sexual harassment within ORO.

Your participation is very important. The survey will be available starting today and will run until Friday, July 18. This survey is being conducted by an outside consultant firm. Your responses are completely anonymous and will not be linked to you. This survey takes 10-15 minutes to complete. The link to the survey:

<http://www.surveymethods.com/EndUser.aspx?7F5B372E76352228>

Once survey results have been assessed, the mandatory sexual harassment training will be conducted in August.

If you have any questions about the survey or experience any technical difficulties, please contact Rufus Smith in the Diversity Programs Office at (865) 576-4988.