

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. The FY 2010 training will consist of an on-line training.

The training will be available at the link below starting Monday, March 8 and must be completed **by COB March 31, 2010**. This training is being provided by the U.S. Department of Energy, Oak Ridge Office and is being made available to employees of the Oak Ridge Office, Thomas Jefferson, Pacific Northwest, and SLAC Site Offices.

This interactive online training program is designed to answer questions, heighten awareness, and encourage prevention of sexual harassment. Sexual harassment is a complex and often confusing subject. This training also provides guidance for supervisors and non-supervisors in addressing problem situations. Because these topics are so important, all employees must complete this training and pass a test at the end. Your participation is vital and mandatory.

Thank you for your participation and for doing your part in maintaining a work environment free from sexual harassment and discrimination.

If you have concerns or need additional information, please contact me at [carterdo@oro.doe.gov](mailto:carterdo@oro.doe.gov) or 865-576-4988.

Thank you.

*Dationa O. Carter*

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<https://secure.newmedialearning.com/psh/deptofenergyor/>

(Upon successful completion of this training, you will be advised how to print a completion certificate. Please forward your completion certificate to the Oak Ridge Training Center by email at [trainingctr@oro.doe.gov](mailto:trainingctr@oro.doe.gov) or fax, 865-574-5561.)