

## **JEFFERSON LAB'S EMPLOYEE CONCERNS PROGRAM**

**JSA cares about the welfare and productivity of its workforce and has a mechanism for employees, users, students, subcontractors and others who come in contact with the Lab to report concerns without fear of retaliation. The Employee Concerns Program (ECP) is designed to encourage disclosure of concerns without fear of reprisal. The ECP provides a risk-free way to anonymously and confidentially report activities that may involve unsafe, fraudulent, unethical, or otherwise inappropriate behavior in violation of JSAs policies, Code of Ethics and Standards of Conduct.**

Complaints may be filed by phone or by accessing the third party Employee Concerns Website, Ethicspoint, 24 hours a day.

- JLab Employee Concerns Hotline 1-888-296-8301
- Employee Concerns Website:  
<http://www.jsaecp.ethicspoint.com>

JSA guarantees that reports may be submitted anonymously and that no retaliatory action will be taken against anyone for reporting or inquiring in good faith.

- Concerned Individuals who do not feel comfortable utilizing the avenues detailed above to report concerns also have the option to contact the Department of Energy directly:
  - Department of Energy Employee Concerns Program – 844-799-8855
  - DOE Office of the Inspector General – [ighotline@hq.doe.gov](mailto:ighotline@hq.doe.gov) 1-202-586-4073 or 1-800-541-1625

The ECP is not to be used to report events presenting an immediate threat to life or property. In these cases, calls should be made to 911 and the JSA Security Guard Post (757-269-5822).

*To learn more about the Employee Concerns Program,  
go to [https://www.jlab.org/report\\_concerns](https://www.jlab.org/report_concerns)*