



TO:	Distribution
FROM:	Tim Reddington
DATE:	3/28/2008
SUBJECT:	SAFETY CONSCIOUS WORK ENVIRONMENT

THIS POLICY SHALL BE IMPLEMENTED AT ALL SITES UNDER THE JURISDICTION OF THE NUCLEAR REGULATORY COMMISSION (NRC).

STATEMENT OF POLICY

It is the policy of Day & Zimmermann NPS to provide a work environment that supports and encourages employees to identify and disclose safety and quality concerns without fear of retaliation. A safety conscious work environment is critical to a licensee's ability to safely carry out operational activities. DZNPS has established this policy, and the attached Employee Concerns Policy (Attachments 1, 2, and 3), to acknowledge employees' rights and responsibilities with regards to raising nuclear safety and quality concerns in the workplace.

ADMINISTRATIVE RESPONSIBILITIES

1. The Vice President of Nuclear Operations is responsible for the overall implementation of this policy and the Employee Concerns Policy.
2. Site Managers, or designated Supervisors, are responsible for implementing this policy and the Employee Concerns Policy.
3. Employees are responsible for compliance to this policy and reporting any known violation of this policy to the appropriate person(s).
4. Directors of Operations are responsible to randomly verify each Site's compliance with this policy.

INSTRUCTIONS

1. The Site Manager, or his designee, shall communicate the purpose, intent, and responsibilities of this policy to all new employees during initial site orientation.
 - A) Indoctrination shall include a copy of the Employee Concerns Policy
 - B) Employees shall sign a form acknowledging receipt and understanding of the policy
 - C) Signed acknowledgement forms shall become part of employees' personnel files
2. The Site Manager, or his designee, shall include a brief reminder of these policies during pre-job briefs and periodic safety meetings to ensure continuous recognition of a safety conscious work environment.

3. The Site Manager, or his designee, shall ensure all employees complete the exit interview form prior to exiting the site at the completion of the job. This form must be completed in addition to any licensee exit interview forms and shall become part of the employee's personnel file. Should an employee indicate on the form that he/she has an unresolved concern, a copy of the form must be forwarded to Dan Bostick, Employee Concerns Advocate, immediately.

ATTACHMENTS

- 1 – Employee Concerns Policy
- 2 – Employee Concerns Notification Form
- 3 – Employee Concerns Exit Interview Form



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EMPLOYEE CONCERNS POLICY

It is your right and responsibility as a nuclear plant worker to identify and report nuclear or industrial safety and quality concerns at your workplace.

You have the right to raise your concern without fear of harassment, retaliation, or reprisal. No adverse action of any kind may be taken against an employee for making such a report in good faith.

It is the responsibility of DZNPS management and supervision to listen to your concern and, to the best of their ability, resolve and correct the situation, raise the issue to the next level of DZNPS or owner management if needed, and to keep you informed of the progress regarding the resolution of your concern.

The Nuclear Regulatory Commission (NRC) states:

- License holders and their contractors shall establish a safety-conscious work environment in which employees are free, and feel free, to raise concerns to their management and to the NRC.
- Employees have the right, and shall feel they have the right, to raise safety concerns to their management, the owner's management, and to the NRC without fear of retaliation.
- Employees are free to contact the NRC at any time in regards to a concern, but are encouraged to first utilize their own management processes for resolution of the concern.

The employee's role:

- Raise concerns promptly
- Follow-up to ensure the issue is resolved
- Escalate any unresolved concerns
- Respect the rights of others to raise concerns

How to raise concerns:

- Contact your immediate supervisor
- Contact any member of management (DZNPS or the Owner)
- Write a Corrective Action Report (CAR)
- Contact the DZNPS Employee Concerns Program Advocate (Dan Bostick @ 717-481-5600 ext. 4000 or 1-877-248-2191 (toll free) ext. 4000; or email at ecp@dayzim.com)
- Contact the Owner's Employee Concerns Program Advocate
- Contact the NRC



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EMPLOYEE CONCERNS NOTIFICATION FORM

I have the following concern (Please describe in detail – include additional pages as needed):	
<input type="checkbox"/> Continued	
System/Equipment No.:	Procedure No./Rev.:
Location:	
Other References (Include additional pages as needed):	
THE FOLLOWING INFORMATION IS VOLUNTARY ONLY:	
Please complete the following to provide a means for the DZNPS ECP Advocate to collect more information (if needed), inform you of the evaluation and the action taken to resolve the concern.	
Name (Please Print):	
Home Address:	Work Group:
	Position:
Home Telephone:	Work Telephone:
My name may be used in resolving this concern. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature:	Date:

Send completed form to:

Employee Concerns Advocate (Dan Bostick)
Day & Zimmermann NPS, Inc.
1827 Freedom Road, Suite 101
Lancaster, PA 17601

Mark: **CONFIDENTIAL**



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EXIT INTERVIEW FORM

Do you have any unresolved issues associated with the following?

- Maintenance and operation of any structures, systems and components, radiological exposure, security issues or safeguard controls
- Potential problems related to safety, quality, environment or health arising from the operation of the plant
- Concerns dealing with harassment, intimidation, retaliation, discrimination or a chilled/hostile work environment

_____ Yes

_____ No

If yes, please explain or call our Employee Concerns Hotline at (877) 248-2191 ext. 4000.

Site Name: _____

Employee Name (print): _____

Employee Signature: _____

Employee Contact Phone #: _____

Date: _____