BOEM and BSEE

Employee Resources for Workplace Issues

Each and every employee deserves and is responsible for a supportive, safe, and inclusive working environment. Any employee can approach their first or second line supervisor when there is an issue. If approaching a supervisor or second line manager about a workplace issue is not feasible or effective, or you wish the issue to remain confidential, there are other options. Below are some other resources available to employees for assistance, counseling, or reporting. If you are confused about which office might be best to provide you assistance, the Ombuds is a good place to start.

BOEM/BSEE Ombuds
Collaborative Alternative
Dispute Resolution (CADR)

Employee
Assistance Program
(EAP)

The Ombuds is a confidential, independent, impartial, and informal resource to explore resolution of problems affecting the workforce.

CADR uses informal methods such as mediation and facilitated dialogue to assist in resolving disputes instead of formal processes. The DOI CADR program called "CORE PLUS" provides these services.

Sigal Shoham 202-567-1427 sigal_shoham@ios.doi.gov

The Employee Assistance Program is available 24 hours a day to all BO-EM and BSEE employees. It provides confidential counseling and support on mental health, financial, professional and personal management assistance and many other services.

This service is strictly confidential.

ESPŸR
1-800-869-0276
1-866-951-8021
(TTY)
espyr.com

BSEE Equal Employment Opportunity Division (EEO)

Disclosure Voluntary

Disclosure Required

The EEO Office can help when you feel you are being discriminated against based on race, color, religion, sex, national origin, age, physical or mental disability, genetics and/or sexual orientation.

- •Confidentiality con only be maintained in the informal process
- •EEO offers informal counseling and processes formal complaints
- •EEO complaints must be filed within 45 days of the incident.

EEO Intake Box
EEO-Update@bsee.gov

Human Resources/ Employee Relations Complaints of harassment, sexual or otherwise, can be received by BSEE Employee Relations. Policies are in place to respond promptly to reports of harassment and to protect reporting parties from reprisal or retaliation.

DOI policy requires Bureau management to address complaints made to HR/Employee Relations and confidentiality is <u>not</u> assured.

Mark Guberman 202-208-1894 mark.guberman@bsee.gov

Supervisors/ BOEM/BSEE Management Harassment, sexual or otherwise, is not tolerated in BOEM or BSEE and complaints can be made to your supervisor or any BOEM or BSEE management official.

DOI policy requires Bureau management to address complaints made to supervisors and confidentiality is <u>not</u> assured.