




## The Secretary of Energy

Washington, DC 20585

December 29, 2014

MEMORANDUM FOR ALL DEPARTMENT OF ENERGY EMPLOYEES

FROM: ERNEST J. MONIZ 

SUBJECT: Alternative Dispute Resolution (ADR) Secretarial Statement

Disagreement and conflict are inevitable in the workplace. Conflict arising among our employees may involve all types of matters, including health and safety, environment, technology transfer, employment, and other workplace issues. Left unresolved, such conflict can negatively impact an organization and adversely affect our ability to achieve our mission as an Agency.

The Department of Energy fully supports the use of alternative dispute resolution (ADR) as a way to prevent and resolve conflict in a fair, amicable, timely, equitable and cost-effective manner. ADR has the potential to resolve disputes at the earliest opportunity and the lowest possible level.

DOE uses a number of ADR methods, including facilitation, group conflict management, conflict coaching techniques, and mediation. For example, in mediation, a neutral third party (the mediator) assists the parties in discussing their concerns in a productive manner. The mediator does not take sides, but helps the participants express their concerns and identify potential solutions that work for all parties.

Appropriately managed, conflict can serve as a catalyst for improving communication and collaboration. Conflict can also enhance the efficiency and cohesiveness of an organization. While conflict arising among our employees can be addressed through the equal employment opportunity process, the grievance process, or other forums, alternative dispute resolution is an option in all conflicts. I encourage employees and managers across the complex to consider using ADR at the earliest opportunity to resolve or prevent conflict.

For more information concerning ADR resources available within the Department, please contact the Office of Conflict Prevention and Resolution at (202) 287-1566, the Office of the Ombudsman at (202) 586-0500, or access Powerpedia at [https://powerpedia.energy.gov/wiki/Employee\\_Resources](https://powerpedia.energy.gov/wiki/Employee_Resources).

