



DEPARTMENT OF
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PROTECTION

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INTRA DEPARTMENTAL MEMORANDUM

To: BEDC Employees
From: Heather Belovin, Director 
Environmental Health & Safety Compliance
Date: July 20, 2007
Re: Contractor Intimidation

All of BEDC staff have recently attended the Corruption Awareness training given by the Inspector General's Office. As was discussed during the BEDC EH&S portion of the training on contractor intimidation, DEP has a zero tolerance policy concerning intimidation by contractors against DEP employees. This memorandum explains how BEDC Construction and BEDC EH&S will address employees' concerns and reports involving contractor intimidation.

Contractor Supervisors, Resident Engineers and EHS Staff

During construction of a DEP project, contract supervisors, resident engineers and EH&S staff are responsible for monitoring contractors' work and compliance with EH&S requirements. If any of these individuals becomes aware of an allegation concerning contractor intimidation toward a DEP employee, they must immediately notify their supervisor and/or contact the Inspector General's Office (800) 897-9677. All acts of potential criminal conduct by contractors must always be reported to the Inspector General's Office.

All Other BEDC Employees

BEDC employees have several means by which they may report incidents of intimidation (employee requests to remain anonymous will be honored):

- 1) In accordance with the DEP Employee EHS Concerns Procedure, call the EH&S Employee Concerns Hotline at (800) 897-9677, or speak to the BEDC Employee Concerns Liaison Jamie Thomas at 718-595-6397.
- 2) Report the incident to a supervisor, who will contact the Director of Construction, the BEDC EH&S Director and the BEDC Deputy Commissioner.
- 3) Report the incident to the Inspector General.

If the incident involves a dangerous situation which requires an immediate response, employees should dial 911 or call the DEP Police. If you have any questions, comments or concerns you may contact BEDC, EH&S at 718-595-6003.

The reports will be investigated, as appropriate, by BEDC, and/or the Inspector General's Office, and in accordance with DEP's Employees EH&S Concerns Procedure. Appropriate action will be taken against the offender, if warranted, including, but not limited to, removal of the offender from the jobsite.

HB/im

cc: Comm. Lloyd
F/D/C Lawitts
Hoffer
Levine
McCoy
Kantor
Nucciarone
ETASC