



Director

DEPARTMENT OF THE TREASURY
BUREAU OF ENGRAVING AND PRINTING
WASHINGTON, D.C. 20228

October 1, 2021

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM: Leonard R. Olijar
Director

SUBJECT: Anti-Harassment Policy Statement

The Bureau and Engraving and Printing (BEP) is committed to maintaining a safe and inclusive work environment through its **zero-tolerance** policy on all forms of harassment and taking immediate, appropriate and decisive action when allegations of harassment arise **before** it becomes severe or pervasive.

At BEP, harassment by anyone in the workplace, including supervisors, coworkers or nonemployees, based on race, color, religion, national origin, sex (including sexual orientation, gender identity and pregnancy), age (40 years or older), genetic information, disability or retaliation for prior protected activity (i.e., opposition to prohibited discrimination or participation in the EEO complaint process) that (1) creates an intimidating, hostile or offensive working environment; (2) unreasonably interferes with work performance; or (3) adversely affects employment opportunity is a violation of Federal Civil Rights laws and is not acceptable in the workplace. Additionally, employees are protected from harassment by nonemployees and employees will be held accountable for harassment of nonemployees in work related situations. Individuals who report harassment or participate in a harassment inquiry are protected from retaliation and may utilize other avenues of redress available at BEP, if they believe retaliation occurs.

Employees are responsible for promptly reporting harassing conduct, whether experienced or observed, by following the procedures set forth under Section 7.0 of BEP Circular 67-13.12, Anti-Harassment Policy and Procedures (Circular). Reporting harassment at an early stage prevents its escalation. While isolated incidents of harassment generally do not violate Federal law, a pattern of incidents may. Although employees are encouraged to notify their immediate supervisors of alleged harassment, there is no requirement to report through their "chain of command." Employees have multiple reporting options, under Section 7.0 of the Circular, to include contacting the BEP Anti-Harassment Coordinator in the Office of Equal Opportunity and Diversity Management (OEODM). All reports of harassment are processed in accordance with the Circular.

To the extent possible, BEP will protect the confidentiality of individuals who report discriminatory harassment claims. Disclosures about allegations of discriminatory harassment will be made only on a need-to-know basis, in order to determine the facts surrounding the allegation and to take appropriate action.

For additional information, contact OEODM by phone: 202-874-3460, TTY: 202-874-4931 or email: OEODM @bep.gov.