



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:

Sexually Offensive/Unauthorized Material on BEP Property Policy

All Bureau of Engraving and Printing (BEP) employees have a shared responsibility in ensuring all work areas remain free of sexually offensive/unauthorized materials. The absence of such materials demonstrates respect for the personal feelings, rights, and beliefs of all employees, customers, and guests, and is in keeping with BEP's Code of Conduct.

Although computers, toolboxes, lockers, desks, and cabinets are usually assigned to individuals, they remain BEP property. These articles must not be defaced with items of a sexual nature. This includes but not limited to obscene or erotic writing, photographs, cartoons, graffiti, racial/sexual epithets, insignia, or any material or device that may be offensive to any individual or group. These constraints apply equally to all BEP property, including, but not limited to buildings, bulletin boards, furniture, and vehicles.

Additional policies (2-2-1 BEP Electronic Mail Policy and 2-2-2 BEP Internet Policy) state that, "Authorized use of the internet shall not involve the creation, downloading, viewing, storage, copying or transmission of pornographic, sexually oriented, or obscene language or materials." Government computers must not be utilized to forward or copy this type of literature or information via electronic mail.

Unauthorized, improper, or unsecured use of BEP internet access or e-mail may result in suspension of privileges, disciplinary action (up to and including termination), and/or criminal prosecution depending on the nature and severity of the misuse.

For additional information, contact the Office of Equal Opportunity and Diversity Management (OEODM) by phone: 202-874-3460, TTY: 202-874-4931 or email: OEODM @bep.gov.