



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:

Sexual Harassment Policy Statement

All Bureau of Engraving and Printing (BEP) employees have the right to work in a safe and inclusive environment, free from all forms of harassment, including sexual harassment. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, as amended. Accordingly, BEP reiterates its policy of zero tolerance for all forms of harassment, to include sexual harassment and is committed to taking prompt, appropriate and decisive action on all reports of sexual harassment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
- 2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that person; or
- 3) Such conduct unreasonably interferes with a person's work performance or creates an intimidating, hostile or offensive work environment.

All BEP employees have a shared responsibility to ensure sexual harassment does not occur at BEP by respecting one another and maintaining high standards of conduct. Employees are responsible for promptly reporting sexual harassment, 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). 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 directly the BEP Anti-Harassment Coordinator in the Office of Equal Opportunity and Diversity Management (OEODM). Employees may also call BEP's Sexual Harassment Hotline at 202- 874-3480 or email at SexualHarassmentHotline@bep.gov. Individuals who report sexual harassment or participate in a sexual harassment inquiry are protected from retaliation and may utilize other avenues of redress available at BEP, if they believe retaliation occurs. All reports of harassment are processed in accordance with the Circular.

To the extent possible, BEP will protect the confidentiality of individuals who report sexual harassment claims. Disclosures will be made only on a need-to-know, 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.