



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 *LRO*
Director

SUBJECT: Equal Employment Opportunity Policy Statement

The Bureau of Engraving and Printing (BEP) is committed to a work environment that values human differences, opinions, and perspectives to empower employees to reach their fullest potential. To this end, BEP continues to uphold equal opportunity in all aspects of BEP employment programs, management practices, and decisions, including but not limited to recruitment, hiring, merit promotions, transfers, reassignments, training, career development, benefits, and separations through effective diversity, equal employment opportunity (EEO), inclusion and accessibility programs. Furthermore, BEP commits to providing employees and applicants for employment the opportunity to compete on a fair and level field without regard to any of the EEO protected bases: race, color, religion, national origin, sex (sexual orientation, gender identity, or pregnancy), age (40 years old and older), genetic information, disability or participation in EEO protected activity.

BEP strives to maintain a safe and inclusive work environment through its zero-tolerance policy on harassment, including sexual harassment, based on EEO protected bases. Actions that (1) create an intimidating, hostile or offensive working environment; (2) unreasonably interfere with work performance; or (3) adversely affect employment opportunity, violate Federal Civil Rights laws and the BEP Anti-Harassment Program Policy; are unacceptable in the workplace and will be addressed promptly before they become severe or pervasive. Employees and applicants who believe they have experienced discrimination or harassment, should bring their concerns to the Office of Equal Opportunity and Diversity Management via email at OEODM@bep.gov, or by calling 202-874-3460 or TTY: 202-874-4931, within 45 days of the alleged incident. Retaliation against those who oppose employment discrimination, file a discrimination complaint, or participate in protected activity is prohibited. I expect every manager and supervisor to demonstrate active leadership in fostering a positive work environment that is free of discrimination, harassment and retaliation. I highly encourage and fully support early conflict solutions, including utilizing Alternative Dispute Resolution (ADR) techniques and other proactive approaches in resolving workplace conflicts. I reiterate BEP's policy of providing reasonable accommodations to qualified employees and applicants for employment with disabilities or an employee's sincerely held religious belief, practice or observance, unless to do so would cause undue hardship.

We have made significant progress as an organization and I have no doubt this is due to the teamwork and efforts of our senior leadership, managers, supervisors, and employees. Let's continue to make our work environment the *BEPlace* to be, where we treat each other with dignity and respect; create a welcoming and inclusive workplace; and execute work requirements based on equal opportunity principles. Together, we will accomplish BEP's goal of building a stronger, agile, and sustainable workforce that is reflective of our Nation's talents and diversity.