



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

February 23, 2015

**MEMORANDUM FOR ALL BEP EMPLOYEES**

FROM: Leonard R. Olijar  
Acting Director

SUBJECT: Equal Employment Opportunity Complaint Policy Statement

It is the policy of the Bureau of Engraving and Printing (BEP/Bureau) to provide for the fair and impartial processing of Equal Employment Opportunity (EEO) complaints in accordance with Title 29, Code of Federal Regulations, Section 1614 and the EEO Commission's Management Directive 110.

A BEP employee or job applicant that believes they have been discriminated against has the right to file an EEO complaint. **An aggrieved employee or applicant must seek a BEP EEO Counselor within 45 calendar days of an alleged discriminatory act in accordance with 29 C.F.R. § 1614.105.**

The law protects employees or job applicants, from discrimination because of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. The law also protects individuals from retaliation if they oppose employment discrimination, file a complaint of discrimination, or participate in the EEO complaint process (even if the complaint is not theirs).

There are also federal laws, regulations, and Executive Orders (which are not enforced by the Equal Employment Opportunity Commission [EEOC]) that prohibit discrimination on other bases, such as sexual orientation, marital status, parental status, or political affiliation.

All Bureau employees are required to provide their complete cooperation with all EEO Counselors and Investigators. EEO officials must be granted access to personnel records and other relevant information when required in connection with inquiries and investigations.

Every effort will be made to resolve complaints at the lowest possible level, fairly and in a timely manner. I strongly advocate the use of the Alternative Dispute Resolution (ADR) Program. ADR provides an avenue to resolve workplace challenges or issues within the Bureau, and if used effectively, can contribute to making the Bureau a Best Place to Work, as well as reduce costs.

While we cannot prevent or resolve all complaints, BEP is committed to minimizing complaints and maintaining a process that treats all employees with dignity, respect, and fairness. The office of primary responsibility is the Office of Equal Opportunity and Diversity Management (OEODM). Any questions may be directed to the OEODM, 202-874-3460, Washington, DC Facility and 817-847-3900 or 817-847-3950, Western Currency Facility.