



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: Anti-Harassment Policy Statement

Discriminatory harassment by anyone in the workplace, including supervisors, coworkers or non-employees, based on sex (with or without sexual conduct), race, color, religion, national origin, age, disability, sexual orientation, protected genetic information, parental status and protected Equal Employment Opportunity (EEO) 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 will not be tolerated by the Bureau of Engraving and Printing (BEP).

Discriminatory harassment is verbal or physical conduct, which denigrates or shows hostility towards an individual or group. The conduct must be as severe or pervasive as to create a hostile, intimidating, or abusive work environment. Isolated incidents of harassment do not violate federal law; however, a continuous pattern of such incidents may be unlawful.

Employees are encouraged to promptly report complaints of discriminatory harassment to their immediate supervisor before it becomes severe or pervasive. If that supervisor is the alleged perpetrator, report the complaint directly to the second-line supervisor. If that procedure fails to yield satisfactory results, employees are expected to report the incident immediately to the Office of Equal Opportunity and Diversity Management (OEODM). All complaints will be fully and promptly investigated. Managers and supervisors are responsible for following up on complaints, regardless of who is involved or how the complaint was brought to their attention. Furthermore, managers and supervisors will conduct a confidential, prompt, thorough, and impartial inquiry of these harassment complaints. Immediate and appropriate corrective action, including discipline, will be taken against any executive, manager, supervisor, employee, contractor, or visitor found guilty of committing discriminatory harassment.

Retaliating or discriminating against an employee for reporting or cooperating with any discriminatory harassment inquiry is also prohibited and will result in appropriate disciplinary or adverse action. Through consistent application of this policy, we will preserve the right of every employee to have a workplace that is free of discriminatory harassment. Let us work together and treat each other with the respect and dignity we each deserve.