



Director

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

June 11, 2024

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM: Patricia S. Collins  
Director

Patricia S. Collins  
Collins

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Patricia S. Collins  
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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 all 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 playing field without regard to any of the EEO protected bases: race, color, religion, national origin, sex (including pregnancy, childbirth, and related medical conditions; sexual orientation and gender identity), age (40 and over), disability (physical or mental) genetic information (including employer requests for, or purchase, use, or disclosure of genetic test, genetic services, or family medical history), or retaliation for prior protected activity (i.e., opposition to prohibited discrimination or participation in the EEO complaint process).

BEP strives to maintain a safe and inclusive work environment through its policy on harassment, including sexual harassment, based on EEO protected bases. All managers and employees are expected to uphold these principles, and all laws, regulations and policies that prohibit discrimination and harassment in the workplace, including, taking prompt action to correct harassing conduct before it becomes 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](mailto:OEODM@bep.gov), or by calling 202-874-3460 or for deaf and hard of hearing individuals, call (202) 874-3460, using the Federal Communications Commission Telecommunications Relay Service program by dialing 711. Contact with OEODM should be within 45 calendar days of the alleged incident. Additionally, if the informal EEO complaint is not resolved at the informal stage, the employee shall be issued their Notice of Right to File Formal (NRTFF) and has 15 calendar days to file a formal EEO complaint with the Office of Civil Rights and EEO (OCRE) at the Department of the Treasury.

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 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.