



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

November 28, 2022

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM: Marty Greiner
Diversity and Inclusion Officer

Patricia M. Greiner

Digitally signed by Patricia M. Greiner
Date: 2022.11.28 11:13:06 -05'00'

SUBJECT: Diversity, Equity, Inclusion and Accessibility Policy Statement

The Bureau of Engraving and Printing (BEP) is committed to a workplace where diversity, equity, inclusion, and accessibility (DEIA) are critical aspects of how we do business. Consistent and meaningful application of DEIA principles contributes to BEP's success and shared organizational identity. In my capacity as BEP's Diversity and Inclusion Officer (DIO), my goal is to lead BEP in ways that meet both the spirit and intent of DEIA as defined under Executive Order 14035:

- ***Diversity is the practice of including the many communities, identities, races, ethnicities, backgrounds, abilities, cultures, religions and beliefs of the American people, including underserved communities.*** At BEP, this includes our efforts to recruit broadly and creatively to benefit from the strengths of many communities. Every supervisor has a significant role to play in support of BEP's focus on diversity as a means of developing representation from all segments of society. Diversity is impacted by how supervisors apply policies, practices, and procedures in personnel decisions, to include but not limited to outreach, recruitment, promotions, and developmental opportunities. Different viewpoints and ideas contribute to continuous improvement so BEP's diversity is a resource that the organization must continue to leverage for future success.
- ***Equity is the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that historically have been denied such treatment.*** BEP's commitment to equity is evident through strong programs that are made available to BEP employees, including complaints, reasonable accommodations for disabilities and religion, alternative dispute resolution (ADR), anti-harassment program (AHP), and internship opportunities for individuals from underserved communities. Equity is also demonstrated by supervisors who are fair and consistent in how they treat employees and manage the work. Some of the consequential ways BEP supervisors promote equity are through providing regular and meaningful performance feedback, acknowledging and awarding excellent work, addressing nonperformance immediately and appropriately, and ensuring fair competition for promotions and high value work assignments.

- ***Inclusion is the recognition, appreciation, and use of the talents and skills of employees of all backgrounds and beliefs.*** At BEP, inclusion is key to success within our work culture. When members of the workforce make dignity and respect foundational to all interactions, trust increases, and employees develop a genuine sense of belonging. When employees feel that they have a voice and belong, they can contribute to the mission unhindered by fears about the motives or judgments of others. Supervisors will model collaboration and communication while expecting the same between employees and across work units to strategically strengthen inclusion in BEP's work. I encourage everyone to respect and leverage the diverse background, experiences, skills, orientation, beliefs, and perspectives that are overflowing at BEP.
- ***Accessibility is the design, construction, development, and maintenance of facilities, information and communication technology, programs, and services so that all people, including people with disabilities, can fully and independently use them.*** BEP recognizes that when we consistently ensure we provide accessible workspaces and resources, all employees and applicants will feel included. Recognizing and responding to the accommodation requests of employees in a timely manner is not only a legal expectation but another way for supervisors to demonstrate BEP's organizational commitment to ensuring that all employees are able to enjoy the rights and privileges of employment at BEP.

I challenge you to see yourselves and your work through the DEIA lens and apply DEIA in every action, every day. This is one way for BEP to continue to produce United States currency notes, trusted worldwide and ensure *money always comes to life at the Bureau of Engraving and Printing*.

For additional information about DEIA at BEP, contact OEODM by phone: 202-874-3460, TTY: 202-874-4931 or email: [OEODM @bep.gov](mailto:OEODM@bep.gov).