



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

Director

October 25, 2022

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM: Leonard R. Olijar *LROlijar*  
Director

SUBJECT: Anti-Harassment Policy Statement

The Bureau and Engraving and Printing (BEP) is committed to maintaining a safe and inclusive work environment through its zero-tolerance policy on all forms of harassment and taking immediate, appropriate, and decisive action when allegations of harassment arise before it becomes severe or pervasive.

Harassment by anyone in the workplace, including supervisors, coworkers or nonemployees, based on race, color, religion, national origin, sex (including sexual orientation, gender identity and pregnancy), age (40 years or older), genetic information, disability or retaliation for prior protected 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 is not acceptable BEP. While isolated incidents of harassment generally do not violate Federal law, a pattern of incidents may. Additionally, employees are protected from harassment by nonemployees and employees will be held accountable for harassment of nonemployees in work related situations. Individuals who report harassment or participate in a harassment inquiry are protected from retaliation and may utilize other avenues of redress available at BEP, if they believe retaliation occurs.

Under BEP Circular 67-13.12, employees have multiple reporting options, including immediate supervisor, other supervisors or managers, or contacting the BEP Anti-Harassment Coordinator in the Office of Equal Opportunity and Diversity Management (OEODM). Reporting harassment at an early stage prevents its escalation.

To the extent possible, BEP will protect the confidentiality of individuals who report harassment claims or participate in the process. Disclosures about allegations of harassment will be made only on a need-to-know basis.

For additional information, contact OEODM by phone: (202) 874-3460 or email: OEODM@bep.gov. For deaf and hard of hearing individuals, call (202) 874-3460, using the Federal Communications Commission Telecommunications Relay Service program by dialing 711.