



Director

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

Reissued: February 10, 2025
October 1, 2024

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM: Patricia S. Collins
Director

Patricia S. Collins
Digitally signed by Patricia S. Collins
Date: 2025.02.11 10:36:14 -05'00'

SUBJECT: Anti-Harassment Policy Statement

The Bureau of Engraving and Printing (BEP) is committed to maintaining a safe work environment free from all forms of harassment. BEP will not tolerate harassment in the workplace against any employee, contractor, or applicant for employment, based on race, color, religion, national origin, sex, 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), political affiliation, marital status, parental status, veteran status, or any other basis protected by any Federal anti-discrimination statute.

Harassment includes conduct that (1) creates an intimidating, hostile or offensive working environment; (2) unreasonably interferes with work performance; or (3) adversely affects employment opportunity. In addition, 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.

All BEP employees have a shared responsibility to ensure harassment does not occur at BEP by respecting one another and maintaining professional standards of conduct. Employees are responsible for promptly reporting harassment, whether experienced or observed. Pursuant to Treasury and BEP policy, BEP will conduct an inquiry once an allegation of harassment is reported. If you believe you have been subjected to or witness harassment, in accordance with BEP Circular 67-13.12, [Anti-Harassment Policy and Procedures](#), immediately report the harassment allegation to a supervisor or contact the BEP Anti-Harassment Coordinator in the Office of Equal Employment Opportunity (OEEO) for further assistance. Reporting harassment at an early stage prevents its escalation. Immediate and appropriate corrective action will be taken, including disciplinary measures, if it is found that the Bureau's Anti-Harassment Policy has been violated. You may also elect to file an EEO complaint on the same allegation.

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

For additional information, to report harassment, and/or file an EEO complaint, contact OEEO by phone: (202) 874-3460 or email: OEEO@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.