



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 10:38:53 -05'00'

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 equal employment opportunity (EEO), and accessibility compliance 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, 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 respectful working 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 Employment Opportunity (OEEEO) via email at OEEEO@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 OEEEO 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 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.