



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
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SUBJECT: Maintaining a Respectful and Safe Workplace

The Bureau of Engraving and Printing is committed to maintaining a respectful and safe workplace. Accordingly, all Bureau of Engraving and Printing (BEP) employees are required to keep their work areas free of offensive materials that may negatively target certain groups or characteristics, including but not limited to a person's race, color, religion, national origin, sex, age (40 and over), disability (physical or mental) or genetic information.

Although computers, toolboxes, lockers, desks, and cabinets are usually assigned to individuals, they remain BEP property. These articles may not be defaced with items that are offensive to others based on their affiliation with or association to certain groups. This includes, but is not limited to obscene or erotic writing, photographs, cartoons, graffiti, epithets, insignia, or other material or device that may be offensive to any protected group. These constraints apply equally to all BEP property, including, but not limited to buildings, bulletin boards, furniture, and vehicles. This prohibition also includes personal items that may be on display in the workplace and which are negatively targeted toward certain groups or characteristics.

Pursuant to the Information Technology Security Policy and Procedures Manual, 10-08.35, authorized personal use of the internet shall not involve the creation, downloading, viewing, storage, copying or transmission of offensive materials, such as hate speech or material that demeans others based on their race, color, religion, national origin, sex, age (40 and over), disability (physical or mental) or genetic information. Government computers may not be utilized to forward or copy this type of literature or information via electronic mail. Employees are reminded that there is no expectation of privacy in the use of government provided computer equipment and that their usage may be monitored.

Unauthorized, improper, or unsecured use of BEP internet access or e-mail may result in suspension of privileges, disciplinary action (up to and including termination), and/or criminal prosecution depending on the nature and severity of the misuse.

For additional information, contact the Office of Equal Employment Opportunity (OEEEO) by phone: (202) 874-3460 or email: OEEEO@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.