



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 10:43:28 -05'00'

SUBJECT: Sexual Harassment Policy Statement

All Bureau of Engraving and Printing (BEP) employees have the right to work in a safe and inclusive environment, free from all forms of harassment, including sexual harassment. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, as amended. Accordingly, BEP reiterates its policy prohibiting all forms of harassment, to include sexual harassment and is committed to taking prompt, appropriate and decisive action on all reports of sexual harassment.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
- 2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that person; or
- 3) Such conduct unreasonably interferes with a person's work performance or creates an intimidating, hostile or offensive work environment.

Unwelcome actions such as the following are inappropriate and, depending on the circumstances, may in and of themselves meet the definition of sexual harassment or contribute to a hostile work environment:

- Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or via e-mail;
- Verbal abuse of a sexual nature;
- Touching or grabbing of a sexual nature;
- Repeatedly standing too close to or brushing up against a person;
- Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested (supervisors should be careful not to pressure their employees to socialize);
- Giving gifts or leaving objects that are sexually suggestive;
- Repeatedly making sexually suggestive gestures;
- Making or posting sexually demeaning or offensive pictures, cartoons or other materials in the workplace;
- Off-duty, unwelcome conduct of a sexual nature that affects the work environment.

A victim of sexual harassment can be a man or a woman. The victim can be of the same sex as the harasser. The harasser can be a supervisor, co-worker, other BEP employee, or a non-employee who has a business relationship with BEP.

All BEP employees have a shared responsibility to ensure sexual harassment does not occur at BEP by respecting one another and maintaining professional standards of conduct. Employees are responsible for promptly reporting sexual harassment, whether experienced or observed, by following the procedures set forth under BEP Circular 67-13.12, [BEP Anti-Harassment Procedures](#). Employees have multiple reporting options, to include contacting directly the BEP Anti-Harassment Coordinator in the Office of Equal Employment Opportunity (OEEO). Employees may also call BEP's sexual harassment hotline at (202) 874-3480 or email at SexualHarassmentHotline@bep.gov. Individuals who report sexual harassment or participate in a sexual harassment inquiry are protected from retaliation and may utilize other avenues of redress available at BEP if they believe retaliation occurs. Employees who report sexual harassment may also file a separate EEO complaint.

To the extent possible, BEP will protect the confidentiality of individuals who report harassment claims or participate in the Anti-Harassment or EEO complaint process. Disclosures about allegations of harassment will be made only on a need-to-know basis. Communication with an EEO counselor may also be anonymous at the informal counseling stage but will not be anonymous once a formal EEO complaint is filed.

For additional information, 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.