



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

February 18, 2016

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM:

Leonard R. Olijar
Director

SUBJECT:

Anti-Harassment Policy Statement

POLICY:

Bureau of Engraving and Printing is committed to providing a work environment that is free from harassment. All employees, contractors and visitors must abide by BEP's anti-harassment policy, create a work environment that is free from discriminatory harassment and promptly report any incidents of harassment.

BEP has zero tolerance for any form of discriminatory harassment. Discriminatory harassment in the workplace 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. Conduct that creates a work environment that is intimidating, hostile or offensive to reasonable people is illegal.

Retaliation or discrimination against any employee for reporting harassment under this or any other policy or procedure, or for cooperating in any inquiry about such a report will not be tolerated and will result in appropriate disciplinary action.

DEFINITIONS:

Harassment – Misconduct by a person ranging from intimidating remarks to violence towards another person. Harassment is subject to the BEP's policies and procedures on conduct and discipline.

Bullying – Unwanted, offensive or malicious behavior calculated to undermine, patronize, humiliate, intimidate, or demean the recipient. Bullying can range from face-to-face encounters to cyber-bullying.

Confidentiality – Details of an allegation of harassment are disclosed to specific persons only on a need-to-know basis. When an employee alleges harassment to a management official, an inquiry must be conducted. Therefore, persons with a need to know will be notified of the allegations. In this regard, allegations of harassment cannot remain confidential information between an employee and a management official.

EEO Based or Discriminatory Harassment – As defined by law, conduct based on race, color, age (40+), national origin, religion, sex, disability, parental status, protected genetic

information, or retaliation. It includes, but not limited to, any unwelcome conduct that adversely affects the terms, conditions, and privileges of employment; unreasonably interferes with a person's work performance; or creates an intimidating, hostile, or offensive work environment.

Offensive - Includes but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance

Sexual Harassment – A form of illegal discrimination based on a person's gender that is characterized by unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature. Examples include, but not limited to, sexually oriented jokes, stories, or discussions; sexually oriented photographs including calendars and screensavers; pressure for dates or to engage in a more intimate relationship; and inappropriate touching or gestures.

Retaliation – An adverse action taken against a person because he or she has engaged in protected EEO activities, such as participating in the EEO complaint process, testifying as a witness, requesting a reasonable accommodation or reasonable expressing opposition to an agency practice believed to be discriminatory.

PROCEDURES:

Employees and others are encouraged to promptly report complaints of harassment to their immediate supervisor before it becomes severe or pervasive. If that supervisor is the alleged perpetrator, report the complaint directly to the second line supervisor. If that procedure fails to yield satisfactory results, employees are expected to report the incident immediately to the Office of Equal Opportunity and Diversity Management (OEODM).

Managers and supervisors must conduct a confidential, prompt, thorough, and impartial inquiry of complaints of harassment. Managers and supervisors are also responsible for following up on complaints, regardless of who is involved or how the complaint was brought to their attention.

Immediate and appropriate corrective action, including discipline, will be taken against any employee, contractor or visitor found guilty of committing discriminatory harassment.

BEP also has a Policy and Procedure for addressing allegations of threats, violence, harassment or intimidation in the workplace that also provides an avenue for employees to report misconduct.

Through consistent application of this policy and procedures, we will preserve the right of every employee to have a workplace that is free of discriminatory harassment. Let us work together and treat each other with the respect and dignity we each deserve.

If you believe that the harassment you are experiencing or witnessing is of a specifically sexual nature, you may want to see BEP'S information on sexual harassment.