



DIRECTOR

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

October 15, 2018

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM:

Leonard R. Olijar
Leonard R. Olijar
Director

SUBJECT:

Anti-Harassment Policy Statement

Discriminatory harassment by anyone in the workplace, including supervisors, coworkers or non-employees, based on sex (with or without sexual conduct), race, color, religion, national origin, age, disability, sexual orientation, protected genetic information, parental status and protected Equal Employment Opportunity (EEO) activity (i.e., opposition to prohibited discrimination or participation in the EEO complaint process) 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 and will not be tolerated by the Bureau of Engraving and Printing (BEP).

Discriminatory harassment is verbal or physical conduct, which denigrates or shows hostility towards an individual or group. The conduct must be as severe or pervasive as to create a hostile, intimidating, or abusive work environment. Isolated incidents of harassment do not violate federal law; however, a continuous pattern of such incidents may be unlawful.

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 are responsible for following up on complaints, regardless of who is involved or how the complaint was brought to their attention. Furthermore, managers and supervisors will conduct a confidential, thorough, and prompt impartial inquiry (beginning within 10 days of notification) of these harassment complaints. Immediate and appropriate corrective action, including discipline, will be taken against any executive, manager, supervisor, employee, contractor, or visitor found guilty of committing discriminatory harassment.

Retaliating or discriminating against an employee for reporting or cooperating with any discriminatory harassment inquiry is also prohibited and will result in appropriate disciplinary or adverse action. Through consistent application of the policy, 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 respect and dignity.

DEFINITIONS:

Harassment – Misconduct by a person ranging from intimidating remarks to violence towards another person. Harassment is subject to 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 is 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 are 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 they have 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.