



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

DIRECTOR

January 14, 2014

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM: Larry R. Felix  
Director

SUBJECT: Sexual Harassment Policy Statement

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, as amended. All Bureau of Engraving and Printing (BEP) employees have the right to work in an environment free of sexual harassment. Each of us has a responsibility to ensure sexual harassment does not occur at the BEP by respecting one another. BEP remains committed to maintaining high standards of conduct to ensure proper performance of business. This policy emphasizes BEP's zero tolerance for sexual harassment and BEP's continued commitment to providing a workplace where unwelcome and offensive conduct is dealt with swiftly.

Sexual harassment is defined as 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.

Employees are encouraged to take complaints of sexual harassment to their immediate supervisor. 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). All complaints will be fully and promptly investigated. Managers are responsible for following up on complaints, regardless of who is involved or how the complaint was brought to their attention.

Sexual harassment will not be tolerated at any level. Appropriate action will be taken against any executive, manager, supervisor, employee, contractor, or visitor found guilty of committing sexual harassment.

Retaliating or discriminating against an employee for reporting or cooperating with any sexual harassment inquiry is also prohibited and will result in appropriate disciplinary or adverse action.

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