



DIRECTOR

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

February 9, 2012

MEMORANDUM FOR ALL EMPLOYEES

FROM: Larry R. Felix
Director

SUBJECT: Sexually Offensive/Unauthorized Material on BEP Property Policy

Managers and supervisors are responsible for ensuring all work areas remain free of sexually offensive/unauthorized materials. The absence of such materials demonstrates respect for the personal feelings, rights, and beliefs of all employees, customers and guests, and is a good business practice.

Although computers, toolboxes, lockers, desks, and cabinets are usually assigned to individuals, they remain BEP property. These articles must not be defaced with visuals of a sexual nature. This includes obscene or erotic writing, photographs, cartoons, graffiti, racial/sexual epithets, insignia, or any material or device that may be offensive to any individual or group. These constraints apply equally to all BEP property, including, but not limited to, buildings, bulletin boards, furniture, and vehicles.

Additional policies (10-08.35, Information Technology Security Policy and Procedures Manual and 10-08.37, Limited Personal Use for BEP Office Equipment and Information Technology Resources) state that "Authorized use of the Internet shall not involve the creation, downloading, viewing, storage, copying or transmission of pornographic, sexually oriented, or obscene language or materials." Computers must not be utilized to forward or copy this type of literature or information via electronic mail.

Unauthorized, improper, or insecure 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.