



DEPARTMENT OF THE TREASURY
UNITED STATES MINT
WASHINGTON, D.C. 20220

July 22, 2020

MEMORANDUM FOR ALL UNITED STATES MINT EMPLOYEES

FROM: David J. Ryder 
Director
United States Mint

SUBJECT: Equal Employment Opportunity, Anti-Harassment, and Diversity Policy
Statement

The United States Mint strives to create and maintain a work environment in which employees are treated with dignity, respect, and professionalism. The United States Mint is committed to providing equal employment opportunities for employees and applicants, and maintains a zero tolerance policy for discrimination based on race, color, sex (including pregnancy, sexual orientation, and gender identity), religion, national origin, age (40 years of age and over), physical or mental disability, parental status, protected genetic information, as well as for retaliation and harassment (sexual and non-sexual). This policy applies to all management practices and decisions, including recruitment and hiring practices, terminations, appraisal systems, promotions, training, career development, awards, and working conditions. I am fully committed to enforcing the United States Mint's zero tolerance policy for unlawful discrimination, retaliation, and harassment, including sexual harassment, and ensuring that our employees can contribute to our mission to the best of their ability.

All employees, including managers and supervisors, are expected to comply with this policy and applicable laws and regulations to provide a workplace free from discrimination, retaliation, and harassment. Additionally, every employee at every level has a responsibility to fully cooperate in the equal employment opportunity (EEO) process, as well as inquiries and investigations into allegations of harassment.

The United States Mint is committed to providing a work environment free from all harassment -- sexual and non-sexual. Harassment includes unwelcome verbal, nonverbal, or physical conduct that has the purpose or effect of unreasonably interfering with a person's work performance and/or creating an intimidating, offensive, or hostile environment based on race, color, sex, religion, national origin, age, disability, sexual orientation, genetic information, or retaliation for prior EEO activity. Harassing behavior may include, but is not limited to: racial or sexual epithets; unwanted sexual advances; obscene gestures or sounds; ethnic jokes; derogatory statements, posters, drawings, or slurs; offensive references to an individual's mental or physical disability; and obscene, vulgar, or abusive language. Harassing behavior will not be tolerated in our workforce.

Employees who believe they are experiencing unlawful discrimination or harassment are encouraged to bring their concerns to the attention of their supervisor, a member of their management team, the Anti-Harassment Coordinator or to their servicing local EEO office without fear of retaliation. When allegations of harassment are brought to management's attention, prompt and appropriate action will be taken based on the circumstances, which may include disciplinary

action. Retaliation for reporting unlawful discrimination or harassment is against the law. All employees, applicants, and former employees are protected against retaliation for participating in EEO activity, reasonably opposing discriminatory practices, and engaging in whistleblower protected activity.

Any employee or applicant who believes that he or she has been discriminated against must contact their servicing local EEO office within 45 calendar days of the alleged discriminatory event, or when they first became aware of the alleged discriminatory event, or the effective date of the personnel action (if there was one) if they want to file a complaint. Within the EEO complaint process, we are all responsible for seeking early and reasonable resolution at the lowest possible level. The United States Mint promotes the use of alternative dispute resolution (ADR) to resolve EEO complaints. Managers are reminded of their responsibility to participate in ADR efforts to resolve EEO complaints when the employee elects to participate.

A professional, productive, diverse, and inclusive workforce is essential to the United States Mint's mission of producing circulating and numismatic coins and protecting the Nation's assets. It is important that we continue to foster a culture of inclusion and mutual respect at the United States Mint and promote an environment that embraces diversity and values differences. The United States Mint will continue to strive to ensure its workforce reflects the Nation's diversity and ensure equal access to women, minorities, people with disabilities and veterans at all levels.

We all share responsibility for creating an inclusive workplace where employees treat each other with mutual respect and dignity. I appreciate your shared commitment to equal employment opportunity and diversity and inclusion at the United States Mint.