

Chapter 5 - Equal Employment Opportunity

Part A Management

PREVENTION OF SEXUAL HARASSMENT

1. **PURPOSE.** This directive establishes Mint policy and guidelines on conduct relating to sexual harassment.
2. **SCOPE.** This directive applies to all Mint employees.
3. **AUTHORITY.**
 - A. Title VII of the Civil Rights Act of 1964, as amended.
 - B. Civil Rights Act of 1991
 - C. 29 CFR. Part 1604.11, Sexual Harassment
4. **OUTCOME.** A workplace that is free of sexual harassment.
5. **POLICY.**
 - A. The Mint is committed to fostering a workplace that is free of sexual harassment; therefore, acts of sexual harassment shall not be tolerated. This policy is in keeping with the Mint's commitment to provide equal opportunity in equal employment and treatment for all employees regardless of race, color, religion, national origin, age, sex, sexual orientation, and physical or mental disability.
 - B. All allegations of sexual harassment will be promptly, objectively, and thoroughly investigated.
6. **CANCELLATION.**
 - A. Mint Policy Memoranda HR-04, Departmental Policy on Sexual Harassment, April 1992
 - B. Mint Policy Memoranda HR-16, U.S. Mint Policy on Sexual Harassment, June 1995
 - C. Mint Directive 713.B, Prevention of Sexual Harassment, July 1994
 - D. Mint Directive 713.B, Prevention of Sexual Harassment, September 1999.

7. **DEFINITION.** Sexual Harassment.

- A. Conduct that includes unwelcome sexual advances or gestures of a sexual nature; request for sexual favors; verbal or physical conduct of a sexual nature;
- B. Deliberate or repeated unsolicited verbal comments of a sexual nature which are unwelcome;
- C. Implicit or explicit coercive sexual behavior used to control, influence, or affect the career, salary, or job of an employee or used as a condition of employment;
- D. Conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

9. **RESPONSIBILITIES.**

- A. Director of the Mint is responsible for ensuring the policy regarding prevention of sexual harassment is sufficiently communicated to all employees. Further, the Director shall ensure that individuals who violate this policy are disciplined appropriately.
- B. Associate Directors are responsible for ensuring that:
 - (1) Their employees are informed of the Mint's policy regarding prevention of sexual harassment.
 - (2) Channels for seeking redress are communicated to all employees, and supervisors are aware of their roles in taking action.
 - (3) Violators of Mint prevention of sexual harassment policies are appropriately disciplined.
- C. Equal Employment Manager is responsible for:
 - (1) Providing advice and counsel to management regarding policy development, regulatory requirements, and the prevention of sexual harassment.

- (2) Ensuring prevention of sexual harassment policies are implemented and monitoring those policies throughout the Mint.
 - (3) Recommending and/or providing training for all employees as it relates to EEO and prevention of sexual harassment.
 - D. Supervisors are responsible for:
 - (1) Ensuring that their conduct and the conduct of their employees reflects the spirit and intent of Federal regulations and Mint policies regarding prevention of sexual harassment.
 - (2) Taking prompt and appropriate action on any allegation of sexual harassment.
- 10. **CRITICAL ELEMENTS.**
 - A. Supervisors may be held responsible for the behavior of their employees and in some instances outside contractors with respect to sexual harassment in the workplace where the employer knows or should know of inappropriate behavior and fails to act.
 - B. Annually, the Mint will issue to all employees a position statement on sexual harassment. Copies of this statement will remain posted at all times in places where it can be easily located and read by employees.
 - C. Any employee who believes he/she is being sexually harassed should report the incident to a Management Official, the Local or Headquarters EEO Office, or via the Mint Sexual Harassment Prevention Hotline.
 - D. Any employee found to have violated regulations regarding sexual harassment shall be appropriately disciplined. Disciplinary action may range from a reprimand to removal, dependent upon each individual case.
- 11. **SUNSET REVIEW DATE.** August 2011
- 12. **RESPONSIBLE OFFICE.** Equal Employment Opportunity Office