



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

November 21, 2023

**MEMORANDUM FOR ALL UNITED STATES MINT EMPLOYEES**

*Ventris C. Gibson*

**FROM:** Ventris C. Gibson  
Director  
United States Mint

**SUBJECT:** Equal Employment Opportunity (EEO), Anti-Harassment, and Diversity and Inclusion Policy Statement

As the Director of the United States Mint, I have a deep and unwavering commitment to protecting and enriching equal employment opportunity (EEO), as well as the greater principles of equity, civil rights, equal treatment, and accessibility. As such, I will enforce a zero-tolerance policy for any form of discrimination and harassment. Further, I support the Department of the Treasury's zero-tolerance standard for all types of discrimination and harassment in the workplace, including sexual harassment. Together, we will cultivate an environment that is diverse, inclusive, equitable, accessible, free of discrimination, and one that maximizes our ability to fulfill our mission.

We will also take necessary steps to address barriers to equal opportunity and seek to progressively advance equity. For this purpose, "equity" means the consistent, fair, and just treatment of all individuals, including those who belong to underserved communities that have historically been denied such treatment, such as Black, Latino, American Indian and Alaska Native, Asian American, Native Hawaiian, and Pacific Islander, and other persons of color; women; members of religious minorities; lesbian, gay, bisexual, transgender, queer, and intersex (LGBTQI+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.<sup>1</sup>

To best address equal opportunity, advancing equity, and eliminating discrimination, we will ensure that employees, applicants, and contractors are treated fairly and consistently. No one will be denied equal employment opportunity, be subjected to harassment, retaliated against, or denied equal pay or compensation due to race, color, ancestry, national origin (including ethnicity, accent, and use of a language other than English), religion or religious creed (including reasonable accommodation of religious beliefs or practices), physical or mental disability (including reasonable accommodation of physical or mental disability), medical condition, genetic information, sex (including pregnancy, childbirth, lactation, abortion, and related medical conditions and procedures), sexual orientation, gender identity, gender expression, intersex conditions, age, parental status, marital status, military or veteran status, citizenship, political affiliation or belief, or any other prohibited factor.

Discrimination in any form is illegal and will not be tolerated at the United States Mint. Every employee has a responsibility to fully cooperate with the EEO process and to comply with EEO laws and policies that prevent discrimination, harassment, and reprisal. I require every manager and supervisor to address

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<sup>1</sup> Executive Order on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, January 20, 2021.

alleged acts of harassment, before they become severe and pervasive. Additionally, the role of the EEO process is to seek early and reasonable resolution of claims of discrimination at the lowest possible level.

This policy covers all persons and every facet of employment, including, but not limited to, recruitment and hiring, promotions, training, career development, and working conditions. Employees and applicants who believe they have been discriminated against must contact their local EEO Office no later than 45 days from the date the alleged incident occurred. Retaliation against anyone who reports unlawful discrimination or harassment, or who participates in the EEO process, is prohibited.

To achieve our goals, we will continue to implement strategies focused on recruiting, hiring, advancing, and retaining individuals from all sectors of our population, including women, minorities, veterans, and individuals with disabilities to include targeted disabilities. All managers and supervisors must consider only merit-based factors when hiring, promoting, determining awards, training, providing career development, and other relative employment decisions.

The United States Mint will always, and continuously, strive to ensure that our workforce reflects the nation's diversity and maintain a work environment where individual differences are valued and contribute to the overall mission of the organization. Any actions that create a hostile, intimidating, or offensive environment, including racial or sexual epithets, foul language, unwanted sexual flirtations, improper touching, ethnic jokes, as well as derogatory statements, posters, drawings, or slurs will not be tolerated. We must foster a culture of inclusion and respect, of everyone, at the United States Mint.

I am fully devoted to building a workplace that advances diversity, equity, inclusion, and accessibility. I am similarly committed to an organizational culture where everyone is treated with respect and dignity. To realize our full potential and to embrace a diverse and inclusive work environment, all employees must dedicate themselves to these principles and strictly adhere to this policy.