




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

March 10, 2026

MEMORANDUM FOR ALL UNITED STATES MINT EMPLOYEES

FROM: Paul Hollis, Director, United States Mint 

SUBJECT: Equal Employment Opportunity and Anti-Harassment Policy Statement

Our mission depends on a workplace that is fair, respectful, and free from discrimination and harassment. As the Director of the United States Mint, I am deeply committed to equal employment opportunity (EEO), merit-based employment decisions, and a workplace free of illegal harassment. Every United States Mint employee has a responsibility to comply with EEO laws and policies that prevent discrimination, unlawful harassment, and reprisal.

I. Equal Employment Opportunity

The United States Mint will continue to provide equal employment opportunities for all employees and applicants for employment. All managers and supervisors must continue to consider only merit-based factors when making employment decisions that affect hiring, promotion, awards, training, career development, or discipline. Discrimination based on race, color, religion, sex, national origin, age (40+), disability, genetic information, or reprisal for prior EEO activity is illegal and will not be tolerated. Any employee or applicant for employment who believes they have been subjected to employment discrimination, unlawful harassment, or retaliation may contact the EEO office within 45 days of an alleged incident to file a complaint of discrimination in accordance with established procedures. Retaliation against anyone for raising concerns or participating in the EEO process is strictly prohibited. EEO principles are essential management tools. The EEO process should be utilized for reasonable, early resolution of claims of discrimination at the lowest possible level. All United States Mint employees have an obligation to maintain an environment that is free from unlawful discrimination, so that everyone at the United States Mint can achieve their full potential.

II. Anti-Harassment Program

Harassment, whether based on the protected characteristics or not, has no place at the United States Mint. This includes unwelcome conduct that unreasonably interferes with work performance or creates an intimidating or hostile environment. Actions that can contribute to a hostile, intimidating, or offensive working environment include the use of racial, ethnic or sexual epithets or jokes; unwanted sexual advances; and improper touching. Such behavior will not be tolerated. Employees are encouraged to report harassing behavior as early as possible, using any of the reporting options available, including their supervisors, managers, HR Specialists, or directly to the Anti-Harassment Coordinator (anti-harassment@usmint.treas.gov). Filing an EEO complaint is not required to report harassment. Every manager and supervisor is responsible for promptly addressing alleged acts of harassment before they become severe or pervasive.

Together, we can ensure that employees, applicants, and contractors are treated fairly and consistently at the United States Mint. No one should be denied equal employment opportunity, subjected to unlawful harassment, retaliated against, or denied equal pay or compensation due to race, color, national origin, religion, disability, medical condition, genetic information, sex, age (40+), or any other prohibited factor. I am committed to achieving the principles, goals, and objectives of the United States Mint EEO and Anti-Harassment Programs, and I affirm that unlawful discrimination will not be condoned or tolerated. I am devoted to an organizational culture where everyone is treated with respect and dignity. To realize our full potential, I ask all employees to strictly adhere to this policy.