

**INTERNAL  
COMMUNICATION FORM**  
DEPARTMENT OF HUMAN SERVICES

Suspense

Subject: DIRECTOR'S MEMORANDUM #14-02 - PREVENTION OF  
DISCRIMINATORY PRACTICES IN EMPLOYMENT AND SERVICES

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To: SOs, DAs, BAs, SAs, USs,  
OYS, HPHA, CSW, CSF

From: DIR

Date: 01/07/14

Memo No. 1

The Department of Human Services (DHS) reinforces its commitment to the prevention of discriminatory practices in employment and provision of services.

The DHS prohibits discrimination against any individual in recruitment, appointment, training, promotion, retention, discipline, or any other terms or conditions of a person's employment, services, or status as an applicant for employment or services.

The Department further prohibits conduct and behavior that result in the creation of a hostile or abusive work environment as a result of any of the bases protected by law, and prohibits retaliation against anyone who files a complaint or participates in the complaint process. The workplace and services areas must be free from any and all discriminatory practices.

All DHS employees and recipients of Federal or State Funds through the Department are expected to conduct themselves in a manner that is respectful and courteous to others and to refrain from hostile and harassing behavior that might be considered offensive or discriminatory.

Additionally, all employees (particularly, managers, supervisors, and service providers/sub-recipients), are responsible for creating and maintaining a work environment that is free of all discriminatory practices including harassment, bullying and/or retaliation for having filed a complaint. Employees who engage in discriminatory conduct shall be subject to disciplinary action in compliance with the appropriate bargaining unit agreement, policy, or contract.

Individuals who believe they have been discriminated against may file a discrimination complaint by completing Forms 6000 and 6006 available at <http://humanservices.hawaii.gov> in the Civil Rights Corner or by calling 586-4955. Both the DHS Policies and Procedures 4.10.1-2 and Department of Human Resources Development Policy 601.001 apply.

This ICF should be disseminated to all employees and sub-recipients and filed in the Director's Memorandum section of the DHS Policies and Procedures Manual (4.10.1-2) after distribution and posting. This replaces Director's Memorandum #13-02 which should be removed from postings.



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