

**INTERNAL
COMMUNICATION FORM**
DEPARTMENT OF HUMAN SERVICES

Subject: DIRECTOR'S MEMORANDUM #13-02
PREVENTION OF DISCRIMINATORY PRACTICES

Originator: PERS/CRCS 586-4955
gwatts@dhs.hawaii.gov

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

From: DIRECTOR

Date: 01/16/13

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This memorandum serves to reinforce the commitment of the Department of Human Services (DHS) 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 DHS 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 DHS 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. Further, because bullying of adults in the workplace appears to be on the rise, we must take steps to stop bullying at work. To differentiate between bullying and harassment, bullying occurs when one person uses his or her power to go after another, while harassment is a legal term which usually refers to misconduct or a work practice that feels in some way unsafe or is hostile.

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 that they have been discriminated against may file a discrimination complaint by completing DHS Forms 6000 and 6006 available at <http://www.hawaii.gov/dhs> in the Civil Rights Corner or by calling 586-4955. DHS Policies and Procedures 4.10.1-4 apply.

This Internal Communication Form 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 # 12-02.



Patricia McManaman
Director