

**INTERNAL
COMMUNICATION FORM**
DEPARTMENT OF HUMAN SERVICES

Subject: DIRECTOR'S MEMORANDUM #16-02, Prevention of Discriminatory Practices in Employment and Services

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PERS/CRCS

To: SOs, DAs, EDs

From: DIR

Date: 01/12/16

Memo No. 1

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 as well as to refrain from hostile and harassing behavior that might be considered offensive or discriminatory. Use of bias-free language is expected. Offensive gestures, e-mails, texts, photographs, screensavers, downloads, calendars and other graphics are not appropriate in the workplace.

The DHS prohibits conduct and behaviors that result in the creation of a hostile and/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 and offensive practices, including but not limited to, use of tobacco products, sprays, and fragrances to which individuals could have allergic reactions.

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. DHS reinforces its commitment to the prevention of discriminatory practices in the workplace.

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 the Discrimination Complaint Form (DHS 6000), Consent/Release Form (DHS 6006), and Notice of Rights and Responsibilities-Complainant Form. DHS Policies and Procedures Nos. 4.10.1 and 4.10.2 and the Department of Human Resource Development Policy Nos. 601.001 and 601.002 apply. DHS forms are available at <http://humanservices.hawaii.gov> in the Civil Rights Corner. Inquiries may be made to gwatts@dhs.hawaii.gov.

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 and 4.10.2) after distribution and posting.

Director's Memorandum No. 16-02 replaces Director's Memorandum No. 15-02, which should be removed from postings.



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