

**INTERNAL
COMMUNICATION FORM**
DEPARTMENT OF HUMAN SERVICES

Suspense

Subject: DIRECTOR'S MEMORANDUM NO. 18-02, PREVENTION OF
DISCRIMINATORY PRACTICES IN EMPLOYMENT AND SERVICES

Originator: G. Watts/x64955
PERS/CRCs

To: SODAs, EDs

From: DIR

Date: 01/16/18

Memo No. 1

Recent public attention to allegations of sexual harassment remind us to be respectful of individuals with whom we have contact in the workplace and in the provision of services at the Department of Human Services (DHS). Our supervisors and managers must take steps to prevent sexual harassment in the workplace and in serving clients and applicants for services. DHS employees are encouraged to report evidence of sexual harassment within their unit/office at any supervisory level and/or to the DHS Civil Rights Compliance Staff at DHSCivilRightsBox@dhs.hawaii.gov.

All DHS service providers, contractors, and vendors (sub-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 refrain from hostile and harassing behavior that might be considered offensive or discriminatory.

Use of bias-free language is expected. Offensive gestures, emails, texts, photographs, screen savers, downloads, calendars, and other graphics are not appropriate in any DHS.

DHS prohibits conduct and behaviors that create a hostile and/or abusive work environment as a result of any of the bases protected by laws and prohibits retaliation against anyone who files a complaint or participates in the complaint process.

The workplace and service 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.

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 and in its programs, services, and activities.

Additionally, all DHS employees, particularly managers, supervisors, and its service providers, contractors, and vendors (sub-recipients), are responsible for creating and maintaining a work environment that is free of all discriminatory practices including harassment, bullying and/or

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retaliation for having filed a complaint. Employees who engage in discriminatory conduct shall be subject to a disciplinary action in compliance with 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, 4.10.2, and 4.10.3 and for DHS employees, the Department of Human Resources 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 via email at DHSCivilRightsBox@dhs.hawaii.gov.

This ICF should be disseminated to all DHS employees and its services providers, contractors, and vendors (sub-recipients) and filed in the Director's Memorandum section of the DHS Policies and Procedures Manual (4.10.1, 4.10.2, and 4.10.3) after distribution and posting.

This Director's Memorandum No. 18-02 replaces Director's Memorandum No. 17-02 and all previous years which should be removed from postings.



 DIR