

LINDA LINGLE
GOVERNOR



ROBERT G. F. LEE
MAJOR GENERAL
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STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
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HIHIRO-SEEM

2 December 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Against Workplace Violence

1. We at the Hawaii National Guard are committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the Hawaii National Guard has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur.
2. All servicewomen, servicemen and civilian employees, should be treated with dignity and respect at all times. Employees are expected to refrain from fighting, or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises without proper authorization.
3. Conduct that threatens, intimidates, or coerces another member will not be tolerated. This policy includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal law. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member within your chain of command. When reporting a threat of violence, the member should be as specific and detailed as possible. All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril.
4. The Hawaii National Guard will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the members making a report will be protected as much as is practical in order to maintain workplace safety and the integrity of its investigation. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines may be subject to prompt disciplinary action. The Hawaii National Guard encourages its members to bring their disputes or differences with other employees to the attention of their supervisors or the Human Resources Office before the situation escalates into potential violence.
5. I will closely monitor this policy to ensure we maintain a safe and secure work environment and treat all employees with dignity and respect. If you have any questions about this policy, please contact Mr. Kenny Gipson, State Equal Employment Manager, at (808) 672-1245 or at Kenneth.gipson1@us.army.mil.

A handwritten signature in black ink, appearing to read "Robert G. F. Lee".

ROBERT G.F. LEE
Major General, HING
Adjutant General