

LINDA LINGLE  
GOVERNOR



ROBERT G. F. LEE  
MAJOR GENERAL  
ADJUTANT GENERAL

GARY M. ISHIKAWA  
BRIGADIER GENERAL  
DEPUTY ADJUTANT GENERAL

STATE OF HAWAII  
**DEPARTMENT OF DEFENSE**  
OFFICE OF THE ADJUTANT GENERAL  
3949 DIAMOND HEAD ROAD  
HONOLULU, HAWAII 96816-4495

HIHRO-SEEM

08 December 2009

MEMORANDUM FOR ALL Members of the State of Hawaii Department of Defense

SUBJECT: Prevention of Sexual Harassment Policy Memorandum

1. The Hawaii Department of Defense (HIDOD) policies on sexual harassment are clear and undisputable. All HI DOD personnel are entitled to work in an environment that is free from sexual harassment. Assuring a HI DOD working environment that is free from any form of sexual harassment is both an individual and an organizational responsibility at every level of supervision and command. Simply stated, my policy is "Zero Tolerance."
2. Sexual harassment is a form of gender discrimination and therefore, violates Title VII of the Civil Rights Act of 1964, as amended. It involves actions that include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - a. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career, or
  - b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or
  - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.
3. Employees and guardsmen of the department are reminded of the expectation that they will conduct themselves in an exemplary fashion and are responsible for maintaining the highest level of professional behavior and conduct. It is imperative that leaders at all levels ensure a climate exists where there is no tolerance for such inappropriate conduct. You are expected to be actively involved in establishing an environment of respect, dignity and worth.
4. Members who feel they have been victims of sexual harassment are encouraged to immediately bring the matter to their supervisor. Individuals may file a complaint directly with their supervisor, EEO Counselor, Military Equal Opportunity Office, State Human Resources/Equal Opportunity Offices, or by Internal Complaint Procedures.
5. I expect all sexual harassment complaints to be expeditiously, fairly, and thoroughly addressed. Any military or civilian member of the HI DOD found to have sexually harassed another member will be subject to disciplinary action, up to and including dismissal. Commanders and managers will support this policy, ensure their personnel are advised of it, and post it on highly visible unit bulletin boards.
6. Questions regarding this policy may be addressed through the State Equal Employment Manager's Office at (808) 672-1245.

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

This memorandum supersedes all previous.