

LINDA LINGLE
GOVERNOR



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DEPARTMENT OF DEFENSE
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HIHIRO-SEEM

2 December 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: The Workplace and Consideration of Others

1. Our Nation was founded on the principle that every individual has infinite dignity and worth. The State of Hawaii, Department of Defense (DOD), must always be guided by this principle. We must show respect in all we do for our servicewomen, servicemen, and civilian employees, and should be sensitive to their individual needs, and capabilities.
2. We must strive to make military and civilian service in the DOD a model of equal opportunity for all in accordance with the letter and the spirit of Title VII of the Civil Rights Act of 1964 as amended. We must also hold those who do business with the DOD to full compliance with the policies governing equal opportunity.
3. All HI DOD members and applicants will be treated equally and considered without regard to race, color, religion, national origin, or gender. This includes but is not limited to equal treatment in recruitment, hiring, promotions, awards, and disciplinary actions. All members, supervisory and non-supervisory alike, must share in this responsibility.
4. Any person who believes they have been the victim of discrimination, harassment, or hostility in the work environment, or who has knowledge of this kind of behavior shall report such conduct to their supervisors, the chain of command, Inspector General's office, or the State Equal Employment Manager. Your full cooperation is needed to implement and maintain this very important policy.
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.


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