

NEIL ABERCROMBIE
GOVERNOR



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DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
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NGHI-HRO SEEM

19 April 2013

MEMORANDUM FOR All Members of the State of Hawaii, Department of Defense

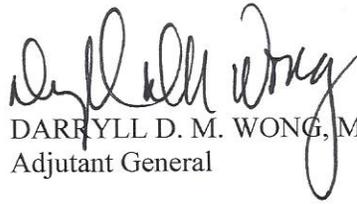
SUBJECT: Equal Opportunity (EO) and Anti-Harassment Policy Memorandum

1. Our Nation was founded on the principle that every individual has dignity and worth. As such, the Department of Defense (DoD) must always be guided by this principle. It is everyone's responsibility to ensure that personnel actions are based on merit, ability, performance, and potential. We must practice to achieve equal employment opportunities and eliminate barriers that may impede the professional development or promotional opportunities of any employee regardless of race, color, religion, national origin, gender, age, genetic information, or non-disqualifying disability.
2. Every manager and supervisor, military and civilian, is responsible for maintaining a workplace environment free of discrimination and harassment of any type. I expect every employee to fully support the Command's EEO and EO policy and to continuously ensure that every employee in your workplace demonstrates professional, harmonious, and productive working relationships.
3. Civilian employees and applicants will be treated equitably and will be provided equal treatment and opportunity, regardless of race, color, religion, national origin, gender, age, genetic information, or non-disqualifying disability. Retaliating against anyone for participating in the EEO process is also a violation of the Title VII of the Civil Rights Act of 1964 and will not be tolerated.
4. Equal Opportunity for military members is a command responsibility and a leadership issue. Every manager and supervisor is expected to support the EO program. The personnel policies of the Hawaii National Guard (HING) are based on non-preferential treatment. Selection of staff members for enlistment, appointment, promotion, training, assignment to duty, or any other personnel action will be based on merit, ability, performance, experience, and potential; and not on race, ethnicity, gender, national origin or religion.
5. Members are reminded that sexual harassment and other forms of non-sexual harassment are illegal under federal laws and will not be tolerated within the HING. Harassment is defined as a verbal or physical conduct that denigrates or shows hostility to an individual because of his or her sex, race, color, age, religion, national origin, disability, and/or genetic information. Harassing behavior includes, but is not limited to, derogatory statements, slurs, innuendos, and unwelcome touching, assault, jokes, and pranks, physical interference with one's work, offensive posters, drawings, emails, and faxes. It may also involve adverse employment actions against an individual who refuses to submit to, or participate in, offensive conduct. Every member of the HING team is required to be professional, respectful, supportive, and tolerant in their treatment of their coworkers.

6. Individuals who believe they have been subjected to unlawful discrimination or unlawful harassment should attempt resolution at the most appropriate level within the chain of command or supervision. If a superior, military or civilian, is alleged to have engaged in the offending conduct, the report should be made promptly to the next supervisory level. Another option to resolve at the lowest level possible and made available is the use of Alternative Dispute Resolution (mediation) and can effectively reduce and resolve disputes at the earliest instance. Further questions can be addressed through the State Equal Employment Manager (SEEM) at 808-672-1245.

7. Reports of unlawful discrimination or unlawful harassment may also be made to the National Guard Bureau's (NGB) EO hotline at 703-607-5462 or 1-800-371-0617. National Guard Bureau will protect the confidentiality of the member reporting unlawful discrimination and unlawful harassment as required by law. Failure to report, or any undue delay in reporting, may hinder the HING's ability to prevent or correct unlawful behavior.

8. Ensuring we live up to the principles of Equal Opportunity is important to our Core Values and how we treat each other in the workforce. I am personally committed to this endeavor and expect the same of each of you.

A handwritten signature in black ink, appearing to read "Darryll D. M. Wong". The signature is fluid and cursive, with the first name "Darryll" being the most prominent.

DARRYLL D. M. WONG, Maj Gen, HING
Adjutant General