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POLICY DIRECTIVE 2018-03

10 July 2018

SUBJECT: Equal Employment Opportunity (EEO) Policy Directive

1. Effective 1 January 2018, This policy supersedes and replaces previous EEO policies and will expire five years from the date of signature, unless cancelled earlier.
2. Applicability. This policy directive applies to all State of Hawaii, Department of Defense federal civilian employees, and supervisors of federal civilian employees.
3. Purpose. This directive reinforces leadership's commitment to the EEO program and commitment to fair treatment of employees and comply with Title VII of the Civil Rights Act of 1964, as amended.
4. References.
 - a. Title 29, Code of Federal Regulations, Part 1614, "Federal Sector Equal Employment Opportunity".
 - b. Equal Employment Opportunity Commission Management Directive 110, 05 August 2015, "Federal Sector Complaints Processing Manual".
 - c. Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002, Public Law 107-174.
 - d. State of Hawaii Department of Defense Policy Directive 2017-1. Hawaii National Guard Joint Civilian Discrimination Complaint Instructions.
5. General. As the Adjutant General of the Hawaii National Guard, I am thoroughly committed to the principles and goals of Equal Employment Opportunity for all federal employees and applicants.
6. Policy.
 - a. All Hawaii DoD Employees will be treated fairly and considered without regard to age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion and reprisal. This includes equal treatment in recruitment, hiring, promotions, awards, disciplinary actions and any

Equal Employment Opportunity Policy Directive
10 July 2018

other employment related matters. All members, supervisory, and non-supervisory alike must share in this responsibility.

b. Members who feel they have been subjected to discriminatory actions are encouraged but not required to immediately bring the matter to their supervisor, and if desired, have the uninhibited right to file a complaint with the State Equal Employment Manager.

c. All EEO complaints will be handled expeditiously, fairly, and thoroughly addressed in accordance with applicable state and federal laws, and agency procedures outlined in Reference D.

d. Any employee or supervisor of the Hawaii DoD found to have discriminated against another member will be subject to disciplinary action, up to and including termination. Commanders and managers will support this policy, ensure their personnel are advised of it, and post it on highly visible bulletin boards at all workplaces.

7. Responsibilities.

a. All Hawaii DoD employees in conduct of their official duties and any function related to workplace activity will comply with Title VII of the Civil Rights Act of 1964 as amended and treat others without regard for to age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion and reprisal. This includes treatment of co-workers, subordinates, supervisors, contractors and any other individual that an individual will interact with relating to the workplace.

b. Managers and supervisors at all levels are responsible for ensuring all employees receive annual training including awareness of this policy, No Fear Act of 2002 mandated training and their right to file an EEO complaint with the appropriate agency representative. Managers and supervisor's will be required to participate in the alternate dispute resolution process if accepted by complainant.

c. Rating officials are required to evaluate the performance of managers and supervisors on commitment to agency EEO policies and principles utilizing at least one bullet that may include but not limited to: resolution/participation/cooperation in the EEO process, any attempts at providing religious accommodation, barrier removal or involvement with the agency's anti-harassment program.

d. HRO is responsible for ensuring that new employees are trained on the same training during new employee orientation training.

Equal Employment Opportunity Policy Directive
10 July 2018

e. State Equal Employment Manager will ensure that every complaint filed is handled IAW with all relevant state and federal laws.

9. Proponent. The State Equal Employment Manager is appointed the Office of Primary Responsibility for this policy. Any questions regarding the interpretation of this policy should be directed to the State Equal Employment Manager who can be reached at 808-672-1316. The Adjutant General reserves the right to modify, amend, or terminate the policy at any time.

ARTHUR J. LOGAN
Major General, HING
Adjutant General