



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

POLICY DIRECTIVE 2022-01

1 January 2022

SUBJECT: Hawaii National Guard (HING) Equal Employment Opportunity (EEO) Policy

1. Effective 1 January 2022, this policy directive supersedes previous EEO policy directives and will be updated annually.

2. Applicability. This policy directive applies to HING Title 32 Dual Status Technicians, Title 5 Employees and applicants for employment.

3. Purpose. This policy directive reinforces the agency's commitment to EEO in ensuring a workforce free of discrimination and harassment.

4. References.

a. Title 29, Code of Federal Regulations, Part 1614, "Federal Sector Equal Employment Opportunity".

b. Equal Employment Opportunity Commission, Management Directive 715, "Federal Responsibilities Under Section 717 of Title VII and Section 501 of the Rehabilitation Act", 1 October 2003.

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, 25 September 2017.

5. General. As the Adjutant General, I am committed to equality of opportunity for all HING federal employees and applicants for employment. We must treat all employees equally and with dignity, respect and fairness and eliminate discriminatory and harassing behaviors from our work environment. Discrimination on all protected basis to include race, color, religion, sex, national origin, age, disability, genetic information, or reprisal for engaging in prior EEO protected activity is prohibited and will not be tolerated. Individuals who engage in or permit unlawful discrimination or harassment will be subject to disciplinary actions.

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6. Policy.

a. All HING federal employees and applicants for employment will be treated fairly and considered without regard to race, color, religion, sex, national origin, age, disability, genetic information, and reprisal.

b. EEO covers all personnel and employment programs, management practices and decisions, including but not limited to recruitment, hiring, merit promotions, transfers, reassignments, training and career development, benefits and any other employment related matters.

c. Discrimination whether real or perceived can destroy cohesion, undercut morale and discipline, interfere with mission accomplishment, and have a negative impact on our organization's readiness. Every individual has a right to work in an environment free of discrimination and harassment.

d. Leaders at all levels must establish and sustain a climate that fosters human dignity, fairness, and respect for individual goals and aspirations while eliminating attitudes, behaviors, and practices that adversely impact our organization's cohesiveness.

e. Individuals who believe they have been subjected to discriminatory actions are encouraged to immediately bring the matter to their manager or supervisor or contact the State Equal Employment Manager within 45 days from the date of the alleged discriminatory action to file a complaint.

f. All EEO complaints will be handled expeditiously, fairly and thoroughly addressed in accordance with applicable state and federal laws, and agency policies.

7. Responsibilities.

a. All HING federal employees in conduct of their official duties and any function related to workplace activity will comply with all applicable laws and policies pertaining to workplace discrimination when dealing or associating with co-workers, contractors and any other individuals that an employee will interact with relating to the workplace.

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b. Managers and supervisors must create a work environment free of discrimination and harassment; promptly respond to allegations of discrimination before it becomes severe or pervasive; and inform employees of their right to file an EEO complaint with the appropriate agency representative.

c. The Human Resource Officer will ensure EEO and No FEAR Act training is provided to managers, supervisors and new employees during the Technician Personnel Management Course and the New Employee Orientation.

d. The State Equal Employment Manager (SEEM) will provide training as required and ensure every complaint is addressed in accordance with applicable state and federal laws.

8. This policy directive will be posted on the agency's website and on all office/ work area bulletin boards.

9. Proponent. The SEEM is the proponent for this policy. Questions may be directed to Ms. Shirley Bryant at 672-1303.

KENNETH S. HARA
Major General, HING
Adjutant General