



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

POLICY DIRECTIVE 2020-02

2 March 2020

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

1. Effective 6 December 2019, 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 and Title 5 Employees.
3. Purpose. This directive reinforces the agency's commitment to EEO and ensuring fair treatment to all HING federal employees and applicants for employment.
4. References.
  - a. Title 29, Code of Federal Regulations, Part 1614, "Federal Sector Equal Employment Opportunity".
  - b. Equal Employment Opportunity Commission Management Directive 110, "Federal Sector Complaints Processing Manual", 05 August 2015.
  - 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 the principles and goals of EEO for all HING federal employees and applicants for employment. Discrimination based on age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion or reprisal for engaging in prior EEO protected activity is prohibited and will not be tolerated.

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6. Policy.

a. All HING federal 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.

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 and if desired, have the uninhibited right to file a complaint with the State Equal Employment Manager.

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 Title VII of the Civil Rights Act of 1964, as amended and treat others without regard 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 employee will interact with relating to the workplace.

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

c. The Human Resource Officer is responsible for ensuring that new employees receive EEO and No FEAR Act training during the New Employee Orientation.

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

8. 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