



EXECUTIVE CHAMBERS

HONOLULU

NEIL ABERCROMBIE
GOVERNOR

October 21, 2013

ADMINISTRATIVE DIRECTIVE NO. 13-01

TO: All Department and Agency Heads
FROM: Governor Neil Abercrombie
SUBJECT: Equal Employment Opportunity Program

This Administrative Directive expands upon, and is consistent with, the following Administrative Directives:

- AD 87-3 Policy Statement on Affirmative Action and Equal Employment Opportunity
- AD 87-6 State Policy on Nondiscrimination
- AD 12-06 Accessibility to State Government by Persons with Disabilities ("Employment" section)

The State of Hawai'i, as an employer, is committed to promoting and maintaining a productive work environment free of any form of protected class discrimination, harassment and retaliation through compliance with all State and federal non-discrimination laws including, Title VII of the Civil Rights Act of 1964 as amended, Pregnancy Discrimination Act, Age Discrimination in Employment Act of 1967, Equal Pay Act of 1963, Titles I and II of the Americans with Disabilities Act of 1990 as amended, Sections 102 and 103 of the Civil Rights Act of 1991, Sections 503 and 504 of the Rehabilitation Act of 1973, Genetic Information Nondiscrimination Act of 2008, Immigration Reform and Control Act of 1986, and Chapter 378, Hawaii Revised Statutes.

As stated in the aforementioned Administrative Directives, we remain committed to our legal obligation to prevent discrimination and harassment in the workplace and to prevent retaliation for making a complaint of discrimination and/or harassment or for participating in or providing information for an investigation of a complaint. The State does not tolerate workplace discrimination, harassment or retaliation and will take

appropriate steps to assure that each department and agency acts to curb protected class discrimination or harassment without regard to its severity or pervasiveness and does not require that discrimination or harassment rise to the level of unlawfulness before taking action.

The Department of Human Resources Development ("DHRD") is responsible for maintaining the Equal Employment Opportunity Program ("EEO Program") for the State Executive branch departments (excluding the Department of Education and the University of Hawaii Board of Regents appointees). The EEO Program will provide guidance to departments and agencies in order to assure and maintain a workplace free of discrimination, harassment and retaliation in personnel practices, including recruitment, hiring, work assignments, training, reasonable accommodations, compensation, benefits, evaluations, promotions, demotions, discipline, and termination.

In order to achieve the State's goal of a discrimination/harassment/retaliation-free workplace, the EEO Program has implemented the Discrimination/Harassment Free-Workplace Policy, Policy & Procedure 601.001. The EEO Program will be responsible for developing and providing mandatory training on this policy for all employees, both supervisors and non-supervisors. The schedule for this mandatory training will be determined by DHRD. The EEO Program will provide additional non-mandatory EEO training periodically as the need is determined by DHRD.

The department and agency heads shall continue their responsibility to ensure equal opportunity in employment. Each department shall designate an EEO coordinator/liaison to work with DHRD's EEO Program.

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