



STATE OF HAWAII
DEPARTMENT OF TRANSPORTATION
869 PUNCHBOWL STREET
HONOLULU, HAWAII 96813-5097

IN REPLY REFER TO:
OCR 1.7253

**NON-DISCRIMINATION and ANTI-HARASSMENT POLICY STATEMENT
(addendum to the Civil Rights Policy)**

The purpose of this addendum is to reiterate the Hawaii State Department of Transportation's policy against illegal discrimination and harassment, and commitment to maintaining a work environment free from these activities.

It is our policy not to unlawfully discriminate in employment due to an individual's protected basis: race, color, sex, gender, national origin, ancestry, age, religion, disability, marital status, veteran's status, pregnancy, women breast feeding, sexual preference, gender identification, victims of sexual or domestic abuse, arrest or court records, national guard participation, genetic information, and any other protected characteristic under the law. HDOT will ensure that it is in compliance with Chapters 368 and 378 of the Hawaii Revised Statutes and Title VII of the U.S. Civil Rights Act of 1964.

Specifically, it is an unlawful discriminatory practice to refuse to hire or employ or to bar or discharge from employment, or otherwise to discriminate against any individual in the terms, conditions, or privileges of employment because of their protected basis.


An incident of harassment or other alleged illegal discrimination by an employee or non-employee should be brought immediately to the attention of the department's Equal Employment Opportunity / Affirmative Action Officer who will thoroughly investigate and take appropriate corrective action to prevent further occurrence. Disciplinary action up to and including discharge will be taken against any employee who is found to have engaged in harassment or other alleged discrimination.

Harassment includes many forms of offensive behavior. The following is a partial list:

1. Verbal harassment, such as racial, ancestry (or any other protected basis) epithets, derogatory comments, jokes or slurs;
2. Physical harassment, such as touching, assault, impeding or blocking movement;
3. Visual forms of harassment, such as displaying racial, ancestry (or any other protected basis) derogatory posters, cartoons or drawings that are offensive; and
4. Applying different employment terms and conditions for persons of a different race (or any other protected basis), such as being singled out for closer supervision.

When any form of racial, ancestry (or any other protected basis) harassment has the purpose or effect of creating an intimidating, hostile, or offensive working environment; has the purpose or effect of unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities, then the harassment is a violation of the State and Federal civil rights laws.

Finally, it is unlawful discriminatory practice to retaliate against any individual because the individual has opposed any discrimination or has filed a complaint, testified, or assisted in any proceeding regarding discrimination.



GLENN M. OKIMOTO, Ph.D.
Director of Transportation

OCT 04 2011

Date