

EQUAL OPPORTUNITY EMPLOYMENT POLICY	Document Number	GO 423
	Effective Date	08-19-2015
	Revisions	New Policy
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1. PURPOSE

Formally state the position of the Hawai‘i Police Department on the issue of Equal Employment Opportunity.

2. PERSONS AFFECTED

All Police Department personnel.

3. POLICY

It is the policy of the Hawai‘i Police Department that strictly prohibit anyone from taking any adverse action with regard to employment - including examination, appointment, training, recruitment, selection, promotion, retention, discipline or other personnel action - because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or unfavorable discharge from military service.

This Police Department and its employees are committed to maintaining a workplace where each employee's privacy and personal dignity are respected and protected from offensive or threatening behavior.

Violations of this policy shall not be tolerated and dealt with quickly, in an effort to preserve the “Spirit of Aloha”.

4. DEFINITIONS

4.1. EEOC - The United States Equal Employment Opportunity Commission (EEOC), created by Title VII of the Civil Rights Act of 1964, prohibits employment discrimination on the basis of race, color, sex, religion or national origin. The Equal Employment Opportunity Act of 1972 extended Title VII to cover Federal, State, and local public employees.

4.2. Human Rights Act - The Human Rights Act provides similar protection for those with protected status for age, marital status, physical or mental

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handicap unrelated to ability, and unfavorable discharge from military service.

5. EQUAL OPPORTUNITY EMPLOYMENT

- 5.1. In order to ensure nondiscrimination, the Hawai'i Police Department will follow the applicable guidelines established by the Equal Employment Opportunity Commission.
- 5.2. The Hawai'i Police Department will treat each person with respect, dignity, and integrity and will prohibit discrimination in all phases of the employer-employee and applicant relationship.
- 5.3. No employee will discriminate against another employee or applicant in violation of the Police Department policy.
- 5.4. It is the responsibility of each member of the Hawai'i Police Department to ensure the opportunity for equal employment, and to maintain a non-discriminatory work environment.
- 5.5. Management and supervisors will be responsible for reviewing and enforcing Equal Employment Opportunity guidelines with those personnel under their command.
- 5.6. Job applicants, or other interested individuals, will be informed of this policy when requesting the Hawai'i Police Department's commitment to Equal Employment Opportunity.
- 5.7. All employment application forms and employment advertisements will indicate that the Hawai'i County is an Equal Opportunity Provider and Employer as required by the Human Rights Act.
- 5.8. This Equal Employment Opportunity policy will be reviewed annually by the Chief of Police or designee to ensure that the Department's present employment policies, practices, and procedures remain relevant to their effective impact on the employment and utilization of minorities and women.

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5.9. The review will include the established goals and objectives within the Equal Employment Opportunity Employment Plan Utilization Report.

6. COMPLAINTS

6.1 Persons who believe that they have been illegally harassed or discriminated against by any employee or agent of Hawai`i County or anyone with whom they must interact in the course of their duties as an employee of Hawaii County may file a complaint, with their immediate supervisor, or Department Head through the County Department's Internal Complaint Procedure.

If this is not feasible, i.e. if the Department Head is named in the complaint, complaints may be filed with the Equal Opportunity Officer.