



RESPECT IN THE WORKPLACE

All employees have the right to expect a workplace free of discrimination. We have federal, state, and city laws that mandate non-discrimination in employment. They are referenced in regulations, guidelines and policies. The bridge between the laws and regulations and our actual workplaces is built on respect. As employees, we are expected to refrain from conduct that is discriminatory. Some examples of conduct that is inappropriate for the workplace are:

- ✓ Ethnic slurs and racial jokes
- ✓ Use of Profanity
- ✓ Putting down another's religion/beliefs
- ✓ Ageist statements
- ✓ Sexually suggestive cards, email
- ✓ Remarks about a person's disability
- ✓ Making unwelcome sexual advances or requests for sexual favors
- ✓ Physical contact of a sexual nature
- ✓ Remarks, comments, Jokes, etc. of a sexual nature
- ✓ Gender-based or sexually abusive language

This is not meant to be a complete list, but rather a few examples of the kind of conduct that should not be present in the workplace. All employees are reminded that employment discrimination based on any of the following factors is prohibited: race, color, religion, national origin, sex, disability, age, ancestry, arrest and court record, marital status, National Guard participation, breastfeeding, assignment of child support obligations, politics, sexual orientation. Retaliation for making a complaint of discrimination is also prohibited and considered a separate violation.

Each of us plays an important part in making sure that the workplace is respectful – a place where all employees, regardless of similarities or differences, are treated with respect and can contribute to our mission of service to the people of the City and County of Honolulu.



A DRUG FREE WORKPLACE

All city employees should be concerned about the effects of drugs in the workplace and on society. In 1990, the City issued the Drug-Free Workplace Policy to all employees. It is one part of an overall effort by the City to establish and maintain a drug-free workplace. Employees in federally funded programs covered by the Drug-Free Workplace Act are also covered by the Drug-Free Workplace Policy for Federally Funded Worksites.

The policies emphasize the City's prohibition against the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on City premises or on City time. In addition, the policies encourage employees who have problems or concerns that may affect their ability to comply with the prohibitions to seek assistance before the activity leads to conviction and/or disciplinary action.

The Federally Funded Worksites policy also requires that an employee report, in writing, to his/her department any conviction for the prohibited activity listed above. The report must be made within five calendar days of the conviction.

All city employees should be familiar with the policy of policies applicable to them. You can get a copy of the policy from your departmental personnel office.

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PREVENTING DISCRIMINATION IS EVERYONE'S RESPONSIBILITY!

As employees, we all have a role to play in making sure that our workplaces are free from discrimination and harassment. The real measure of a health workplace is in the way employees treat each other. Policies and training are not enough. Everyone's help is needed to:

- ✓ Speak up and report discriminatory or harassing conduct;
- ✓ Bring forward concerns in a timely manner;
- ✓ Support the right of others to file complaints;
- ✓ Refuses to take part in inappropriate conduct;
- ✓ Treat others fairly and with dignity and respect;
- ✓ Refrain from joking about age, ethnicity, disability, sexual orientation, religion. etc.;
- ✓ Stop Immediately if someone tells me that my words or actions offend them;
- ✓ Cooperate fully with any reviews or investigations.

Is it Fun or is it Harassment?

We all like to have fun, but what may seem like harmless fun to one person could be considered harassment if it insult, humiliates, or embarrasses a person because of his or her national origin, ethnicity, age, gender, color, race, religion, disability, or sexual orientation. Harassment at work is prohibited because it can affect productivity, work performance, working relationships, and morale. It is also considered a form of discrimination and is against the law. Whether or not we intend to offend another, our conduct will be evaluated by how it impacts the other person. We no longer can gauge our conduct on how we would like to be treated, but rather on how the other person would like to be treated! Harassing conduct can be verbal, visual or physical. Be aware that VISUAL HARASSMENT can include computer generated messages or images. Be aware that offensive e-mail messages, joke, or pictures are inappropriate in the workplace and can be a serious violation of City policy. Do not use your City computer, cell phone or other electronic device to send non-work related messages that contain potentially offensive, discriminatory or harassing content.

Filing a Complaint

Anyone who believes they are being discriminated against or harassed in the workplace may file a complaint. Complaints of discrimination, harassment or retaliation may be made to any supervisor or manager, departmental EEO Coordinator, Director/Agency Head, or the City's Equal Opportunity Office at 768-8505.