

**Subject**

**NON-DISCRIMINATION**

**Subject Matter Expert**

DHR

**Reference**

Civil Rights Act Title VI and VII, as amended

American with Disabilities Act (ADA)

HRS, Chapter 378 and 489

RCH, Sections 6-1102, 6-1105, and 6-1112

**Purpose**

To ensure non-discrimination in the provision of services, programs and activities.

**I. POLICY**

It is the policy of the City and County of Honolulu (City) to provide services, programs and activities to the public without regard to race, sex, gender identity, gender expression, sexual orientation, religion, color, ancestry, disability, or any other classification protected by state or federal law.

All City employees are expected to support the City's efforts to ensure nondiscrimination in all of its programs and activities. Department/agency directors, managers and supervisors are ultimately responsible for the activities within their department/agency, including, but not limited to, ensuring compliance with federal, state and City laws regarding non-discrimination, effectively responding to complaints of discrimination and taking corrective actions when discriminatory procedures, policies, or practices are identified.

**II. COMPLAINT PROCEDURE**

A. Persons who believe that they have been illegally discriminated against by any employee or agent of the City may file a complaint, with the employee's immediate supervisor or manager, or the Department Head responsible for the applicable program, service or activity. Additionally, complaints may be filed with the City's Equal Opportunity Office. Complaints will be reviewed and addressed, as appropriate. Investigations, when necessary, will be conducted promptly, fully and objectively.

**III. NON-RETALIATION**

A. All individuals have the right to submit a complaint regarding discrimination without fear of retaliation. Complaints of retaliation are also covered by the policy and the above referenced procedures.

#### **IV. OTHER AVENUES AVAILABLE**

- A. Questions and concerns about discrimination may also be directed to the Hawaii Civil Rights Commission, 830 Punchbowl Street, Room 411, Honolulu, Hawaii, 96813, Telephone No. (808) 586-8636, Toll Free 1 (808) 468-4644, Extension 6-8636, TDD/TTY: Dial 711 and ask for (808) 586-8636.