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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
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MEMORANDUM
HR#38-24

September 5, 2024

TO: All State Employees

FROM: Bachera Washington, Administrator *Bachera Washington*
Division of Human Resource Management

SUBJECT: Safe and Productive Work Environment

The State of Nevada is committed to working with its employees to provide and maintain a workplace environment free of verbal abuse, threats, sabotage, and bullying of any kind and where employees are valued and treated with respect and dignity.

It is the responsibility of all employees and leadership to treat fellow employees and our customers with courtesy and respect.

To ensure that all employees are provided with a positive workplace environment free of reprisal or retaliatory actions, Division of Human Resource Management has established many options to address any incidents that may create a hostile work environment, discrimination or harassment. Employees may utilize the following options:

- Meet with agency Human Resources Representative
- Contact the State DHRM Equal Employment Opportunity/Sex- or Gender-Based Harassment and Discrimination Investigation Unit for mediation dhrm.eeo@admin.nv.gov
- File a complaint of Sexual Harassment or Discrimination in NEATS: [Link](#)
- File a Grievance in NEATS: [Link](#)
- Complete the Appeal of Whistleblower Retaliation form: [Link](#)

Utilizing one of the options available will ensure that we can thoroughly investigate any allegations. We will continue to find ways to promote growth and opportunities within State culture. Though it is important to remember that improvements may occur gradually, we will continue to strive to be the Employer of Choice.