

**SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION
ANTI-HARASSMENT POLICY**

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

I. Policy

It is the Department of Administration's policy to provide a work environment free of harassment based on race, sex, religion, national origin, age, disabilities, similar distinctions or any other legally protected category under federal, state or local law. The Department of Administration will not tolerate retaliation against anyone who complains of harassment or who participates in an investigation.

II. Complaint Procedure

If anyone believes he or she is being treated in an unlawful discriminatory manner or is being harassed is responsible for taking initiative to stop the unwelcome and possibly unlawful conduct. This could include making it clear the conduct is unwelcome or bringing the conduct to the attention of their supervisor, another member of management or the Office of Administrative Services-Human Resources. A complaint may be made in writing and sent to the Department of Administration's Office of Administrative Services-Human Resources, 1200 Senate Street, Columbia, SC 29201.

In addition, supervisors having knowledge of complaints or allegations of harassment are required to contact the Human Resources Director or Assistant Human Resources Director immediately. All questions should be brought to the attention of the Human Resources Director or Assistant Human Resources Director.

III. Process

Claims of unlawful discrimination and unlawful harassment are handled discreetly to the extent possible and are investigated promptly and thoroughly. The Department of Administration will take remedial action when warranted, up to and including dismissal. The Department of Administration prohibits conduct which can contribute to an offensive work environment which includes but is not limited to: unwelcomed sexual advances, innuendoes, requests for sexual favors, physical contact, unwelcomed or repeated propositions, unwelcomed flirtation,

epithets, slurs, offensive jokes or pranks and offensive verbal, visual or physical conduct of a sexual nature, whether spoken, written or communicated electronically.

IV. Aspects of Harassment

Harassment includes conduct by an employee that creates an intimidating, hostile or offensive work environment or interferes with an employee's work performance. The conduct may be between employee to employee, employee to supervisor, supervisor to employee, employee to non-employee or non-employee to employee. It is prohibited for an employee to harass a non-employee on agency time or use State equipment. Supervisors may not threaten or imply that an employee's response to sexual advances or any other harassing behaviors, will in any way influence that employee to continue employment or career development, nor may they have a sexual relationship with a subordinate.