



SOUTH CAROLINA REVENUE AND FISCAL AFFAIRS OFFICE ANTI-HARASSMENT POLICY AND PROCEDURES

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I. Policy

It is the Revenue and Fiscal Affairs Office'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 RFA 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 RFA Human Resources. A complaint may be made in writing and sent to Revenue and Fiscal Affairs Office Human Resources, 1000 Assembly Street, Suite 402, Columbia, SC 29201.

In addition, supervisors having knowledge of complaints or allegations of harassment are required to contact the Human Resources Director immediately. All questions should be brought to the attention of the 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 Revenue and Fiscal Affairs Office will take remedial action when warranted, up to and including dismissal. The Revenue and Fiscal Affairs Office 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 behavior will in any way influence that employee to continue employment or career development, nor may they have a sexual relationship with a subordinate.