

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

SEXUAL 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.

The South Carolina Department of Transportation (SCDOT) is committed to maintaining a work environment that is free of harassment and discrimination. In keeping with this commitment, sexual harassment of SCDOT employees, vendors or subcontractors will not be tolerated by any SCDOT supervisor or employee. This policy is established in accordance with Title VII of the Civil Rights Act of 1964, Section 703.

The Equal Employment Opportunity Commission defines sexual harassment as:

Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either directly or indirectly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

All employees are covered by this policy.

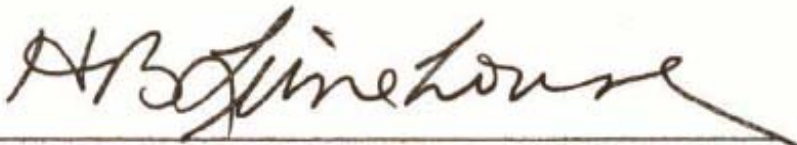
All supervisors are responsible for the implementation of this policy and for ensuring that all employees have knowledge and understanding of this policy. In an effort to ensure that the employees of the South Carolina Department of Transportation understand the seriousness of the issue of sexual harassment, mandatory sexual harassment training will be provided.

All employees are responsible for helping to assure that sexual harassment is avoided. Any employee who experiences or witnesses sexual harassment should immediately report the conduct to the SCDOT Employee Relations Manager, Darlene Rikard at (803) 737-1321.

Accusations of sexual harassment **will not** be taken lightly. **Supervisors and/or employees found to be participating in sexual harassment will be subject to disciplinary action up to and including termination.**

This policy prohibits retaliation against employees who file sexual harassment complaints or assist in investigating complaints. However, if it is determined that an employee has knowingly filed a false charge of sexual harassment, then such action may subject the charging party to disciplinary action.

Complaints of sexual harassment shall be made in accordance with the Internal Complaint Procedure and by completing a Form HR-4.



Executive Director
South Carolina Department of Transportation
May 2, 2007