**ZERO TOLERANCE POLICY**

* The Charter Institute at Erskine will not tolerate or condone sexual harassment in the workplace. Sexual harassment is considered a major offense which may result in disciplinary action or dismissal of the offending employee.
* Unwelcome sexual advances, requests for sexual favors or other sexual conduct, either verbal or physical, constitutes sexual harassment under the following circumstances:
* The harasser requires the employee to submit to the conduct as an explicit or implicit condition of employment, status or promotion.
* The harasser uses the employee’s submission to, or rejection of, the conduct as a basis for an employment decision.
* The harassment substantially interferes with an employee’s work performance or creates an intimidating, hostile or offensive work environment.
* The employee’s submission to, or rejection of, the conduct is the basis for any decision affecting benefits, services, honors, programs or other available activities.
* An employee who feels that he/she is being harassed should immediately report such incident to the immediate supervisor of the accused employee, the CEO, Director, or the Director of Human Resources. Nothing in Institute policy requires the employee alleging sexual harassment to present the matter to the person who is the subject of the complaint.
* The Institute will promptly and thoroughly investigate all complaints of sexual harassment. All complaints will be confidential and only those persons necessary for the investigation and resolution of the complaint will be given information about it. The Institute prohibits retaliation or reprisal in any form against an employee who has filed a complaint of sexual harassment.
* The person who is the subject of the complaint has the right to appeal any and/or all disciplinary actions. The request for an appeal must be submitted to the Chief Executive Officer (CEO) in writing within 10 days of any action taken. The CEO or his/her designee will arrange a meeting within 10 days of receipt of the appeal. The CEO or his/her designee may, at his/her discretion, hear witnesses and evidence directly. After following the above procedure, an employee may request a Board review of the appeal. This request must be made in writing within five (5) days of receipt of the decision of the CEO or his/her designee. The appeal will take place during the next available Board meeting. The Board decision will be final.