

	<h1>CORPORATE POLICY</h1>	Number: HR 4.3 Owner: Organizational Development Type: Human Resources Effective Date: 3-2011 Last Revision Date: 09/26/2005 Supersedes 03-20-016
Title SEXUAL HARASSMENT		

SECTION 1 – PURPOSE

To ensure that State Fund is a workplace free of sexual harassment in compliance with State and Federal laws and guidelines.

SECTION 2 – POLICY STATEMENTS

It is the policy of State Fund to provide a workplace free of sexual harassment.

2.1 No Sexual Harassment

State Fund regards sexual harassment as a form of employee misconduct which is offensive and inappropriate. Such misconduct can potentially decrease work productivity, undermine the integrity of employment relationships, decrease morale and cause emotional stress.

State Fund prohibits this type of behavior.

2.2 Policy Dissemination and Required Training

State Fund's policy and complaint procedure shall be disseminated throughout the organization. All State Fund employees shall receive training that covers sexual harassment concepts and prevention and the State Fund policy and complaint procedure governing sexual harassment.

2.3 No Retaliation

Employees who file sexual harassment complaints, those who provide assistance to someone filing a complaint, or those participating in a sexual harassment investigation, are assured of freedom from retaliation or reprisal for using the complaint procedure.

2.4 Investigation of Complaints

Complaints of discrimination and harassment will be promptly, fairly and objectively investigated.

2.5 Disciplinary Action

Individuals found to have engaged in inappropriate behavior of a sexual nature or retaliatory behavior will be subject to disciplinary action up to and including termination.

SECTION 3 – APPLICABILITY, SCOPE & BASIS

This policy applies to all members of the State Fund Workforce.

3.1 Basis

Title VII of the Civil Rights Act of 1964

Civil Rights Act of 1991

California Government Code, §§ 12940 *et. seq.*

California Code of Regulations, Title 2, § 7287.6, § 7291.1

Policy HR 4.3	Title Sexual Harassment	Effective 3-2011
----------------------	--------------------------------	-------------------------

NOTICE

All State Fund employees will be required to sign a statement annually that they have read and understand this policy as part of State Fund's *Code of Conduct* acknowledgement process.

SECTION 4 – AUTHORITY

The Chief Executive Officer is responsible for policy assurance and oversight. The Organizational Development Manager, as policy owner, is responsible for compliance with and monitoring of this Corporate Policy.

SECTION 5 – RELATED CORPORATE POLICIES

Equal Employment Opportunity Corporate Policy HR 4.1

SECTION 6 – RELATED DEFINITIONS PROCEDURES, FORMS, & PUBLICATIONS

6.1 Definitions

Discrimination — Discrimination, including harassment, is an act having an adverse effect on the employment opportunities or environment of one or more individuals based on a protected group status.

Sexual Harassment – Sexual harassment is unwanted sexual advances, requests for sexual favors, or visual, verbal or physical conduct of a sexual nature.

Retaliation - Retaliation is defined as negative actions or undesirable changes in a person's employment due to the person having filed or participated in a discrimination or harassment complaint or investigation.

State Fund Workforce - The term 'State Fund Workforce' is used herein solely for purposes of describing a collective group of people who work at State Fund, including Board members, officers, employees, and non-employees. No employer-employee or agency relationship is intended or created by the use of the term. The use of the term has no impact on State Fund's relationships with consultants or independent contractors.

6.2 Procedures

HR 4.1 – PR1 Equal Employment Opportunity Discrimination Counseling and Complaint System

HR 4.3 – PR1 Sexual Harassment

6.3 Forms

EEO Complaint of Discrimination Form e29400

6.4 Publications *(This space intentionally left blank at this time)*

SECTION 7 – HELP & ADVICE

If you have questions about this Corporate Policy, please contact the Equal Employment Opportunity Unit at eeo@scif.com.



Policy HR 4.3	Title Sexual Harassment	Effective 3-2011
----------------------	--------------------------------	-------------------------

SECTION 8 – REVIEW HISTORY

Review Date	Action Date	Action	Section(s) Revised	Effective Date
03/07/2011	03/08/2011	QA Final	Comprehensive	3-2011