

Harassment and Discrimination Policy Worksheet

1. Organization Information

Organization Name

Policy Contact Person

2. Policy Purpose

Describe the purpose of this policy:

3. Definitions

List and define prohibited behaviors (e.g., harassment, discrimination):

4. Reporting Procedures

Describe the steps for reporting harassment/discrimination:

5. Investigation Process

Outline the investigation process and who is involved:

6. Consequences

Describe the possible consequences for violations:

7. Training & Education

Describe required training and education:

8. Policy Review

How will the policy be reviewed and updated?

9. Acknowledgement

How will staff acknowledge receipt and understanding of this policy?