

Sexual Harassment Prevention Policy

1. Policy Statement

[Organization Name] is committed to maintaining a workplace free from sexual harassment. All employees are expected to respect the rights of others and uphold a professional environment.

2. Purpose

The purpose of this policy is to define sexual harassment, outline reporting procedures, and establish responsibilities for the prevention and resolution of sexual harassment complaints.

3. Scope

This policy applies to all employees, contractors, interns, volunteers, and stakeholders of [Organization Name], whether in the workplace or off-site at work-sponsored events.

4. Definition of Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature that creates a hostile, intimidating, or offensive work environment. Examples may include:

- Unwanted sexual advances
- Requests for sexual favors
- Verbal or physical conduct of a sexual nature
- Inappropriate jokes or comments
- Displaying sexually suggestive materials

5. Reporting Procedures

1. If you experience or witness sexual harassment, report the incident to your supervisor, the HR department, or another designated representative.
2. Reports can be made verbally or in writing.
3. All complaints will be handled promptly, sensitively, and confidentially.

6. Investigation Process

- An impartial investigation will be conducted upon receipt of a complaint.
- All parties involved will have the opportunity to provide evidence.
- Findings and actions taken will be communicated as appropriate.

7. Protection Against Retaliation

[Organization Name] strictly prohibits retaliation against anyone who reports sexual harassment or participates in an investigation. Retaliatory actions are subject to disciplinary measures.

8. Disciplinary Actions

Individuals found to have violated this policy will be subject to corrective action, up to and including termination of employment.

9. Training and Communication

Regular training will be provided to all employees regarding sexual harassment prevention and reporting procedures.

10. Policy Review

This policy will be reviewed annually and updated as necessary to ensure compliance with applicable laws and organizational standards.

[Organization Name]

Date: _____