

# Blank Zero-Tolerance Workplace Harassment Policy

## Purpose

The purpose of this policy is to provide a workplace environment free from all forms of harassment. **[Company Name]** maintains a zero-tolerance stance regarding workplace harassment.

## Scope

This policy applies to all employees, contractors, interns, applicants, vendors, and visitors of **[Company Name]**.

## Definition of Harassment

Harassment is defined as any unwelcome behavior, verbal or physical, that demeans, humiliates, or threatens another person or group and creates a hostile work environment.

- Verbal Harassment
- Non-verbal Harassment
- Physical Harassment
- Visual Harassment
- Sexual Harassment

## Policy Statement

**[Company Name]** prohibits all forms of harassment in the workplace. No employee or associated individual may engage in conduct that violates this policy.

## Reporting Procedures

Employees who believe they have experienced or witnessed harassment must report the incident to their supervisor, HR, or use the company's reporting mechanisms.

## Investigation

All reports of harassment will be promptly and thoroughly investigated. Confidentiality will be maintained to the greatest extent possible.

## Consequences of Violation

Any individual found to have violated this policy will be subject to disciplinary action, up to and including termination of employment or contract.

## No Retaliation

Retaliation against any individual who reports harassment or participates in an investigation is strictly prohibited.

## Responsibility

All employees are responsible for maintaining a harassment-free workplace and complying with this policy.

## **Review**

This policy will be reviewed annually and revised as necessary.