

Workplace Harassment Policy

[Company Name]

Effective Date: _____

1. Policy Statement

[Insert policy statement regarding workplace harassment. This typically expresses the organization's commitment to providing a workplace free of harassment.]

2. Purpose

[Describe the purpose of the policy, such as ensuring a safe and respectful environment for all employees.]

3. Scope

[Define who the policy applies to, e.g., all employees, contractors, visitors.]

4. Definitions

- [Term #1: Definition]
- [Term #2: Definition]
- [Term #3: Definition]

5. Prohibited Conduct

[List and describe behaviors considered harassment, including but not limited to: sexual harassment, verbal abuse, intimidation, etc.]

6. Reporting Procedures

1. [Step 1: Description]
2. [Step 2: Description]
3. [Step 3: Description]

7. Investigation

[Explain how complaints will be investigated, confidentiality protocols, and timeframe.]

8. Disciplinary Action

[Detail potential consequences for violating the policy.]

9. Non-Retaliation

[Include a statement about protection from retaliation for those who make complaints or participate in investigations.]

10. Policy Review

[Describe how often the policy will be reviewed and updated.]

Signatures

[Authorized Person Name & Title]

Date: _____