

Corporate Anti-Harassment Policy

1. Purpose

This policy establishes guidelines to ensure a workplace environment that is free from harassment of any kind.

2. Scope

This policy applies to all employees, contractors, vendors, and visitors of [Company Name], regardless of work location.

3. Policy Statement

[Company Name] is committed to providing a workplace that is free of harassment based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, or any other protected status.

4. Definitions

- **Harassment:** Any unwelcome verbal, physical, or visual conduct that creates an intimidating, hostile, or offensive work environment.
- **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature.

5. Reporting Procedure

1. Individuals are encouraged to report harassment to their supervisor, manager, or Human Resources as soon as possible.
2. Reports can be made verbally or in writing.
3. All complaints will be addressed promptly and confidentially.

6. Investigation

All reported complaints will be investigated thoroughly and appropriate corrective action will be taken when warranted.

7. No Retaliation

Retaliation against individuals who file a complaint or participate in an investigation is strictly prohibited.

8. Disciplinary Action

Any employee found to have engaged in harassment will be subject to appropriate disciplinary action, up to and including termination of employment.

9. Policy Review

This policy will be reviewed annually and updated as necessary.

Date

Signature