

# Employee Harassment Prevention Policy

## 1. Policy Statement

[Company Name] is committed to maintaining a work environment that is free from harassment of any kind. All employees are expected to treat each other with respect and dignity.

## 2. Purpose

The purpose of this policy is to outline our commitment to preventing harassment and to provide procedures for handling complaints.

## 3. Scope

This policy applies to all employees of [Company Name] at all locations and work-related functions.

## 4. Definition of Harassment

Harassment includes unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status.

## 5. Examples of Prohibited Conduct

- Unwanted physical contact
- Offensive jokes or comments
- Displaying offensive materials
- Verbal abuse or derogatory remarks

## 6. Reporting Procedures

Employees who experience or witness harassment should report it, as soon as possible, to their supervisor or HR department.

## 7. Investigation

All reports of harassment will be investigated promptly and confidentially to the extent possible.

## 8. No Retaliation

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

## 9. Disciplinary Action

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

## 10. Policy Acknowledgment

All employees are required to acknowledge that they have read and understood this policy.

[Company Name]

[Date]

