

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]

