

# Sexual Harassment Policy Template

## 1. Policy Statement

[Organization Name] is committed to providing a work environment free from sexual harassment. This policy outlines the standards and procedures for handling incidents and ensuring a respectful workplace for all employees.

## 2. Scope

This policy applies to all employees, interns, contractors, and agents at [Organization Name], in all work-related settings and activities, whether on or off company premises.

## 3. Definition of Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Examples may include, but are not limited to:

- Unwanted touching or physical contact
- Sexually suggestive remarks or jokes
- Inappropriate or suggestive emails, texts, or messages
- Displaying sexually explicit materials
- Comments about a person's appearance

## 4. Responsibilities

- All employees are responsible for respecting the rights of others.
- Managers must promote a workplace free from harassment and take all allegations seriously.
- [Designated Person or Department] is responsible for investigating complaints.

## 5. Reporting Procedure

1. Any employee who believes they have been subjected to sexual harassment should report the incident to [Designated Person/HR].
2. The report may be made in writing or verbally.
3. All reports will be handled promptly and confidentially to the extent possible.

## 6. Investigation

- Upon receiving a complaint, a prompt investigation will be conducted.
- Both the complainant and the accused will have the opportunity to present information relevant to the complaint.
- All documentation will be kept confidential as allowed by law.

## 7. Consequences

Any employee found to have engaged in sexual harassment will face disciplinary action up to and including termination of employment.

## **8. No Retaliation**

[Organization Name] prohibits retaliation against anyone who, in good faith, files a complaint or participates in an investigation.

## **9. Policy Review**

This policy will be reviewed regularly and updated as necessary.

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_