

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: _____