

# Workplace Harassment Policy

## 1. Policy Statement

[Insert company name] is committed to providing a work environment free from harassment of any kind. Harassment, discrimination, or bullying of any kind, whether verbal, physical, or visual, will not be tolerated.

## 2. Purpose

The purpose of this policy is to outline our commitment to preventing harassment in the workplace and to provide procedures for reporting and investigating harassment complaints.

## 3. Scope

This policy applies to all employees, contractors, interns, and third parties who interact with [Insert company name] at all company locations, events, and work-related activities.

## 4. Definition of Harassment

Harassment includes unwelcome conduct of any kind based on race, gender, age, disability, religion, sexual orientation, or any other protected characteristic. Examples of harassment may include, but are not limited to:

- Unwanted physical contact or advances
- Derogatory remarks, slurs, or jokes
- Displaying offensive materials
- Threatening or intimidating behavior

## 5. Reporting Procedures

Employees who believe they have been subject to harassment should report the incident as soon as possible to [insert contact or department]. All reports will be taken seriously and handled confidentially.

## 6. Investigation

Reports of harassment will be promptly investigated. The company will take appropriate corrective action as necessary.

## 7. No Retaliation

[Insert company name] prohibits retaliation against anyone who reports harassment or cooperates with an investigation.

## **8. Responsibilities**

All employees are responsible for understanding and adhering to this policy. Managers and supervisors are responsible for ensuring compliance within their teams.

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Employee Signature

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Date