

Zero Tolerance Harassment Policy Template

1. Policy Statement

This organization maintains a zero tolerance policy regarding any form of harassment. All employees, contractors, and affiliates are expected to uphold a respectful work environment.

2. Purpose

The purpose of this policy is to prevent, address, and prohibit harassment in all forms within the workplace.

3. Scope

This policy applies to all employees, contractors, interns, volunteers, and visitors at all organizational locations and official events.

4. Definitions

- **Harassment:** Unwanted conduct, verbal or physical, that demeans, intimidates, or humiliates an individual.
- **Zero Tolerance:** All incidents will be investigated and may result in disciplinary action up to and including termination.

5. Prohibited Conduct

- Sexual harassment
- Bullying or intimidation
- Racial, ethnic, or religious discrimination
- Any other behavior that creates a hostile environment

6. Reporting Procedures

Individuals who experience or witness harassment must report the incident to management or HR immediately. All reports will be treated confidentially.

7. Investigation & Response

The organization will conduct a prompt and impartial investigation. Appropriate action will be taken based on findings.

8. No Retaliation

Retaliation against anyone who reports harassment or participates in an investigation is prohibited and may result in disciplinary action.

9. Acknowledgement

All employees are required to read and acknowledge this policy.

10. Policy Review

This policy will be reviewed annually and updated as necessary.

Date: _____

Signature: _____