

Diversity and Inclusion Harassment Policy

Purpose

[State the purpose of the policy, such as to provide a safe, inclusive, and respectful environment for everyone.]

Scope

[Specify to whom the policy applies, such as all employees, contractors, volunteers, etc.]

Policy Statement

[Insert a statement affirming commitment to diversity, inclusion, and a harassment-free workplace.]

Definitions

- *[Define "harassment"]*
- *[Define "diversity" and "inclusion"]*
- *[Define any other key terms]*

Prohibited Conduct

- *[List behaviors considered harassment]*
- *[List examples related to diversity and inclusion]*

Reporting Procedures

1. *[Describe steps to report harassment]*
2. *[Confidentiality and protection from retaliation]*

Investigation

- *[Outline the investigation process]*
- *[Possible outcomes and actions]*

Responsibilities

- *[Roles and responsibilities of staff and management]*
- *[Obligations to act and intervene]*

Disciplinary Action

[Details about consequences of violations]

Training

[Describe any required training programs]

Review

[Describe periodic review and update of the policy]

Approval

[Signature & date fields for authorized personnel]