

Employee Harassment Reporting Policy

1. Purpose

[Describe the intention of the policy, e.g., "This policy outlines the procedure for reporting harassment in the workplace and ensures a safe environment for all employees."]

2. Scope

[Specify to whom this policy applies, e.g., "All employees, contractors, and stakeholders of [Company Name]."]

3. Definition of Harassment

[Provide a general definition or description of what constitutes harassment in your organization.]

4. Reporting Procedure

1. **Informal Resolution**
 - [Describe initial steps employees may take, such as addressing the individual directly if comfortable.]
2. **Formal Complaint**
 - [Outline how to file a formal complaint, who to contact, and what information to include.]

5. Investigation Process

[Summarize how complaints will be investigated and who will conduct the investigation.]

6. Confidentiality

[State how confidentiality will be maintained during and after the reporting process.]

7. Protection Against Retaliation

[Explain measures taken to protect employees from retaliation for reporting harassment.]

8. Disciplinary Action

[Describe possible consequences or actions if a complaint is substantiated.]

9. Policy Review

[Indicate how often the policy will be reviewed and by whom.]

Effective Date: [Insert Date]

Approved By: [Insert Name/Title]