

BLANK POLICY TEMPLATE FOR WORKPLACE HARASSMENT PREVENTION

1. Purpose

[Describe the purpose of this policy, such as to outline the organization's commitment to providing a workplace free of harassment.]

2. Scope

[Specify to whom this policy applies: e.g., all employees, contractors, interns, volunteers, etc.]

3. Definitions

- **Harassment:** [Definition of harassment]
- **Workplace:** [Definition of workplace]
- **Employee:** [Definition of employee]

4. Policy Statement

[Clear statement that harassment of any kind will not be tolerated in the workplace.]

5. Reporting Procedures

- [Steps for reporting harassment, including to whom incidents should be reported]
- [Assurance of confidentiality and non-retaliation]

6. Investigation Process

- [Outline how complaints will be investigated]
- [Expected timeframe for resolution]

7. Disciplinary Actions

[Description of possible consequences for policy violations]

8. Training & Communication

[Details on how the policy will be communicated and what training will be provided]

9. Review

[Describe how and when the policy will be reviewed and updated]

10. Approval

[Space for signatures, dates, and titles of approving authorities]

