

Sexual Harassment Policy

Policy Statement

[Organization Name] is committed to maintaining a workplace free from sexual harassment. Any form of sexual harassment is strictly prohibited and will not be tolerated.

Purpose

The purpose of this policy is to define sexual harassment and provide procedures for reporting, investigating, and resolving complaints.

Scope

This policy applies to all employees, applicants, contractors, and any person associated with [Organization Name], regardless of work location.

Definition of Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that creates a hostile work environment.

- Unwanted physical contact
- Verbal harassment of a sexual nature
- Sexual jokes, emails, or messages
- Other inappropriate conduct of a sexual nature

Reporting Procedure

1. Report incidents to [Designated Manager or HR Representative].
2. Complaints may be made verbally or in writing.
3. All reports will be treated confidentially.

Investigation

All complaints will be promptly and thoroughly investigated. Appropriate action will be taken based on the investigation findings.

Protection Against Retaliation

Retaliation against a person who reports harassment or participates in an investigation is strictly prohibited.

Disciplinary Action

Any employee found to have violated this policy will be subject to disciplinary action, up to and including termination.

Policy Review

This policy will be reviewed and updated regularly by management.

Approved by: _____

Date: _____