

Workplace Violence and Harassment Policy

Policy Statement

_____ (the "Company") is committed to providing a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including workplace violence and harassment.

Purpose

The purpose of this policy is to outline the Company's commitment to preventing workplace violence and harassment and to provide procedures for reporting and addressing incidents.

Scope

This policy applies to all employees, contractors, and visitors at all Company workplaces and work-related settings outside the workplace (e.g., business trips, meetings, and work-related social events).

Definitions

- **Workplace Violence:** Any act in which a person is abused, threatened, intimidated, or assaulted in their employment.
- **Harassment:** Any unwelcome comment or conduct that is known, or ought reasonably to be known, to be unwelcome.

Responsibilities

- **Management:** Responsible for ensuring a safe work environment and responding promptly to complaints.
- **Employees:** Responsible for contributing to a respectful workplace and reporting any incidents.

Reporting Procedure

1. Report the incident to _____ (Position/Contact Person).
2. Investigations will be conducted promptly and confidentially.

Confidentiality

All matters arising under this policy will be treated confidentially to the greatest extent possible.

Policy Review

This policy will be reviewed _____ (e.g., annually) and as required.

Signature

Date