

# Zero Tolerance Harassment Policy

**Effective Date:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_

## Policy Statement

[Organization Name] is committed to providing a work environment free from harassment of any kind. Harassment of any kind will not be tolerated under any circumstances.

## Scope

This policy applies to all employees, contractors, interns, vendors, and visitors of [Organization Name], in all locations and at all times.

## Definition of Harassment

Harassment includes, but is not limited to, unwelcome verbal, physical, or visual conduct based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other protected status.

## Types of Harassment

- Verbal harassment (e.g., slurs, jokes, insults)
- Physical harassment (e.g., unwanted touching or contact)
- Visual harassment (e.g., offensive images or gestures)
- Sexual harassment (e.g., unwanted advances or requests for favors)

## Reporting Procedures

1. Anyone who experiences or witnesses harassment should report it immediately to their supervisor, Human Resources, or through the designated reporting channel.
2. All reports will be treated seriously and handled promptly, with confidentiality to the extent feasible.

## Investigation

All complaints will be investigated in a thorough and impartial manner. Appropriate corrective actions will be taken for policy violations.

## No Retaliation

Retaliation against any individual for reporting harassment or participating in an investigation

is strictly prohibited.

### **Disciplinary Action**

Anyone found to have violated this policy will be subject to disciplinary action, up to and including termination of employment or removal from premises.

### **Employee Acknowledgment:**

By signing below, I acknowledge that I have read, understood, and agree to comply with the Zero Tolerance Harassment Policy.

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Employee Name      Signature

Date: \_\_\_\_\_