



ANTI-HARASSMENT POLICY

[Company Name] is committed to providing a workplace free from harassment of any kind.

Purpose

This policy establishes [Company Name]'s commitment to maintaining a workplace environment free from harassment and retaliation. This policy applies to all employees, contractors, volunteers, clients, and visitors.

Policy Statement

[Company Name] has zero tolerance for harassment of any kind. We are committed to providing a safe, respectful, and inclusive workplace for all individuals, in compliance with all applicable federal, state, and local laws.

Scope

This policy applies to:

- All employees, regardless of position or status
- Contractors and consultants
- Volunteers and interns
- Customers and clients
- Visitors and vendors
- Any individual conducting business with [Company Name]

Definitions

Harassment

Harassment includes any unwelcome conduct based on:

- Race, color, or national origin
- Religion or creed
- Sex, gender identity, or sexual orientation
- Age
- Disability or medical condition
- Veteran status
- Any other legally protected characteristic

Forms of Harassment

Harassment may include, but is not limited to:

- Verbal conduct (jokes, slurs, epithets, threats)

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- Visual conduct (offensive pictures, gestures)
- Physical conduct (unwanted touching, blocking movement)
- Online conduct (social media posts, emails, texts)
- Sexual harassment (unwanted sexual advances, requests for sexual favors)

Rights and Responsibilities

Employee Rights

- Work in a harassment-free environment
- Report harassment without fear of retaliation
- Receive prompt response to concerns
- Maintain confidentiality during investigations
- Access support resources as needed

Employee Responsibilities

1. Maintain professional conduct
2. Report witnessed or experienced harassment
3. Cooperate in investigations
4. Maintain confidentiality
5. Complete required training

Management Responsibilities

1. Model appropriate behavior
2. Enforce policy consistently
3. Report all harassment complaints
4. Maintain confidentiality
5. Prevent retaliation
6. Support investigation process
7. Implement corrective actions
8. Ensure staff training completion

Reporting Procedures

How to Report

Employees may report harassment through:

1. Direct supervisor
2. Human Resources Department
3. Anonymous reporting hotline: [Insert Number]
4. Online reporting system: [Insert URL]
5. Designated harassment officers: [Insert Contacts]

Investigation Process

1. Initial complaint received

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2. Preliminary review (within 24 hours)
3. Investigation launched (within 48 hours)
4. Interviews conducted
5. Evidence gathered
6. Findings determined
7. Action taken
8. Follow-up monitoring

Corrective Actions

Violations may result in:

- Verbal warning
- Written warning
- Suspension
- Termination
- Legal action

Non-Retaliation

[Company Name] strictly prohibits retaliation against anyone who:

- Reports harassment
- Participates in an investigation
- Opposes harassing practices

Training Requirements

- New hire orientation training
- Annual refresher training
- Management-specific training
- Documentation of completion

Policy Communication

This policy will be communicated through:

- Employee handbook
- Company intranet
- New hire orientation
- Annual training sessions
- Posted notices
- Department meetings

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Monitoring and Review

This policy will be reviewed:

- Annually
- After any incident
- When laws change
- As needed based on feedback

Resources

- Employee Assistance Program: [Insert Contact]
- HR Department: [Insert Contact]
- Legal Compliance Office: [Insert Contact]
- External Support Services: [Insert Resources]

Document Control

Policy Owner: [Insert Department] Last Updated: [Insert Date] Version: [Insert Version Number]

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