

performance-review-policy Harassment Policy

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Last Updated: Sep 15, 2025

Purpose

To maintain a safe, respectful, and inclusive workplace by prohibiting all forms of harassment.

Scope

Applies to all employees, contractors, interns, and visitors.

Definition

Harassment includes unwelcome verbal, physical, or visual conduct that creates a hostile work environment. This includes but is not limited to:

- Sexual harassment
- Bullying or intimidation
- Discriminatory remarks or actions

Reporting

- Incidents should be reported to HR or via the anonymous ethics hotline.
- Reports are investigated promptly and confidentially.
- Retaliation against reporters is strictly prohibited.

Investigation

- HR will conduct interviews and review evidence.
- Findings are documented and shared with relevant parties.

- Corrective action is taken based on severity.

Disciplinary Action

- May include verbal warning, written notice, suspension, or termination.
- Repeat offenses result in escalated consequences.

Training

- Mandatory annual harassment prevention training for all employees.

Contact

For questions or to report an incident, email hr@company.com.