**Sexual Harrasment Policy**

**POLICY BRIEF AND PURPOSE**

The [Company Name] sexual harassment policy strives to protect employees of all sexes and gender identities from unwanted sexual advances and to give guidance for reporting incidences. It also describes how we handle complaints, prosecute perpetrators, and assist survivors in their recovery.

In our workplace, we will not tolerate sexual harassment.

**SCOPE**

This policy applies to all workers of [Company Name].

Outside of the firm, [Company Name] will not allow sexual harassment. This policy applies to customers, investors, contractors, and anyone else that interacts with our company.

**POLICY STATEMENT**

**Definition of sexual harassment:**

Sexual harassment is described as unwanted sexual advances, requests for sexual favors, and other sexually motivated verbal or physical actions when:

- The offensive behavior disrupts work performance or produces an intimidating, abusive, or hostile work environment.

- Because of their reaction to the objectionable behavior, an employer makes a hiring decision (quid pro quo harassment).

Sexual harassment can affect anyone, regardless of their sex or gender identity or that of the offender.

Sexual harassment can take the form of one or more occurrences, which can be physical, verbal, or nonverbal.

- Making disparaging or objectifying comments about someone's appearance, sexual orientation, or gender, or making them feel uncomfortable.

- In the workplace, creating or posting sexually objectionable items.

- Flirting at an inopportune time, such as at a team meeting, even if the advances would have been acceptable in another situation. These behaviors have the potential to harm a person's professional reputation and subject them to additional sexual harassment.

- Flirting with someone or continually following them against their consent.

- Making derogatory or offensive statements, gestures, pranks, or jokes about someone.

- Sexually explicit items or messages are sent or shown.

- Invading someone's personal space, such as by inappropriately touching them.

- Threatening, coercing, stalking, or threatening someone in order to compel them to do sexual actions.

- Sexual favors are being proposed, demanded, or implied.

- Sexual assault.

**PROCESS OF REPORTING THE SEXUAL HARRASMENT**

If you suspect you have been the victim of sexual harassment, tell the offender (unless in cases of sexual assault) directly or in writing that their behavior is objectionable and must be stopped.

You must report the offending party if you do not want to talk with them or if your conversation is ineffective.

Complaints can be sent through email to [Name of Person and Department] at [Email Address]. Within [] days, your complaint will be logged and resolved. We tend to keep all the complaints highly confidential.

Retaliation against someone who reports sexual harassment is illegal under both [Company Name] and federal law.

**INVESTIGATION PROCESS**

[Company Name] will conduct an investigation by:

- Keeping track of the incidents' dates, times, and circumstances.

- Ascertain that the complainant is aware of [Company Name]'s complaint handling procedures.

- Determine the complainant's desired goal.

- Look into the situation.

Based on the foregoing, [Company Name] will:

- Set up a meeting with the offended party to explain the situation and ask them to stop acting in this manner.

- Arrange for mediation meetings with the complainant and the accused perpetrator to settle the issue if the complainant accepts.

**SEXUAL HARRASMENT PENALTIES**

Employees who are found guilty of sexual harassment for the first time (except sexual assault, for which they may be fired) may face the following penalties:

- You might be demoted.

- You might get a written warning.

- Get suspended

- Receive a poor performance evaluation.

- For [time], you will be prohibited from promotions and/or wage increases.

- If necessary, be transferred to another department or branch.

Repeat offenders will be dismissed after the second offense.

**SURVIVOR SUPPORT STRUCTURES**

[Company Name] provides the following support structures to survivors of sexual harassment:

- Our EAP (Employee Assistance Program) Officer will help you explore your alternatives.

- In-house counseling is available.

- Sick time.

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