

Workplace Harassment Policy

1. Purpose:

This policy aims to provide a safe and respectful work environment free from harassment of any kind.

2. Scope:

Applies to all employees, contractors, interns, and visitors within the organization.

3. Definition of Harassment:

Harassment includes any unwelcome conduct, comment, gesture, or contact that causes offense or humiliation.

4. Types of Harassment:

- Sexual Harassment
- Verbal Abuse
- Bullying
- Discriminatory Harassment

5. Reporting Procedure:

Employees should report incidents to their supervisor or HR department immediately.

Reports can be made confidentially and without fear of retaliation.

6. Investigation:

All complaints will be investigated promptly and thoroughly.

Appropriate disciplinary action will be taken if harassment is confirmed.

7. Disciplinary Action:

May include verbal/written warnings, suspension, termination, or legal action depending on severity.

8. Prevention:

Regular training and awareness programs will be conducted.

Managers are responsible for promoting a respectful workplace culture.

9. Review:

This policy will be reviewed annually and updated as necessary.

10. Contact:

For questions or concerns, contact the HR department at hr@company.com.