

MadeUpName, LLC

Workplace Harassment & Bullying Prevention Policy

Purpose

MadeUpName, LLC is committed to maintaining a work environment that is respectful, inclusive, and free from harassment, discrimination, and bullying. This policy defines unacceptable behavior and outlines how employees can report and address concerns safely.

Scope

This policy applies to all employees, contractors, interns, and applicants of MadeUpName, LLC, whether working on-site, remotely, or at client locations.

1. Policy Statement

Harassment and bullying of any kind will not be tolerated. All employees are entitled to work in an environment that promotes dignity, respect, and equal opportunity.

2. Definitions

- **Harassment:** Unwanted conduct (verbal, physical, or visual) that creates a hostile, intimidating, or offensive work environment or interferes with work performance. This includes conduct based on race, color, gender, religion, age, disability, sexual orientation, gender identity, or any other protected characteristic.
- **Sexual Harassment:** Includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
- **Bullying:** Repeated behavior that intimidates, humiliates, or undermines an individual or group. This may include verbal abuse, spreading rumors, or deliberate exclusion from work activities.

3. Responsibilities

- **All Employees:** Treat others with respect and report any observed or experienced harassment or bullying.
- **Managers:** Act immediately when made aware of potential misconduct and support employees who come forward.
- **HR Department:** Investigate complaints promptly and fairly, maintain confidentiality, and recommend corrective actions.

4. Reporting Procedures

- Employees can report concerns to:
- Their manager or any member of HR.
 - The confidential reporting email: **report@madeupname.com**.
 - An anonymous online reporting form on the company intranet.

5. Investigation Process

- Reports will be reviewed promptly and confidentially.
- The accused individual will be informed of the complaint and given the opportunity to respond.
- Findings will be documented, and appropriate disciplinary action will follow if necessary.

6. Non-Retaliation

Retaliation against any person who reports harassment or participates in an investigation is strictly prohibited and may lead to termination.

7. Disciplinary Action

Employees found to have engaged in harassment or bullying may face disciplinary action, up to and including termination of employment.

8. Training

All employees will receive regular training on harassment prevention, including New York State and City requirements.

9. Related Policies

This policy should be read alongside the Code of Conduct & Ethics Policy, Whistleblower & Reporting Policy, and DEIB Policy.

Effective Date: January 2025

Next Review Date: January 2026

Policy Owner: Human Resources Department