To: All Staff

From: [Your Name], [Your Position]

Date: October 13, 2023

Subject: Mandatory Sexual Harassment Prevention Training

Dear Team,

In our ongoing effort to maintain a work environment where everyone feels safe, respected, and valued, we are implementing a mandatory Sexual Harassment Prevention Training for all employees. This training is designed to provide clear understandings of what constitutes sexual harassment, how to prevent it, and the procedures for reporting and responding to such incidents should they occur.

\*\*Training Details:\*\*

- \*\*Schedule\*\*: The training sessions will be held on [dates] and will be divided into batches to accommodate everyone's schedules. Each session will last approximately [duration]. You will receive an invitation to your designated session shortly.

- \*\*Format\*\*: The training will be conducted [in-person/via our online training platform]. It will include [interactive discussions, real-life scenarios, and Q&A sessions] to ensure a comprehensive understanding of the topic.

- \*\*Attendance\*\*: Attendance is mandatory for all employees, regardless of position or tenure. If you have a scheduling conflict, please contact HR immediately to arrange an alternative session.

\*\*Objectives of the Training:\*\*

1. \*\*Defining Sexual Harassment\*\*: Understand what sexual harassment is, including the less obvious forms it can take.

2. \*\*Legal Framework\*\*: Gain insight into the legal aspects of sexual harassment in the workplace, company policies, and the consequences of policy violations.

3. \*\*Prevention Strategies\*\*: Learn proactive strategies to prevent harassment and promote a positive workplace culture.

4. \*\*Reporting Procedures\*\*: Familiarize yourself with the proper procedures for reporting sexual harassment, whether you're a witness or a victim.

5. \*\*Support Mechanisms\*\*: Understand the support systems in place for those affected by sexual harassment.

\*\*Pre-Training Requirement:\*\*

Prior to your training session, we ask all employees to review our company's Anti-Harassment and Non-Discrimination Policy available on the HR portal. Familiarity with our policies will aid in a more fruitful training session.

\*\*Your Role and Responsibility:\*\*

Creating a safe and inclusive workplace is a collective effort. We urge you to engage actively in your training session, ask questions, and reflect on how you can contribute to a harassment-free environment. Remember, preventing workplace harassment is not just about compliance; it's about fostering a culture of respect and dignity for all.

\*\*Feedback and Questions:\*\*

Your feedback is crucial to us, and we invite any suggestions you might have to improve our training sessions or our overall approach to preventing workplace harassment. If you have any questions, concerns, or comments, please don't hesitate to reach out to HR or use our anonymous feedback box located [location or online link].

Thank you for your commitment to making our workplace a safe, welcoming, and respectful space for everyone. Together, we can uphold the highest standard of conduct and continue to build a workplace we're all proud to be a part of.

Warm regards,

[Your Name]

[Your Position]