

Anti-Harassment Policy

Effective Date: April 7, 2025

Last Revised: April 7, 2025

Policy Owner: Human Resources Department

Purpose

[Company Name] is committed to providing a work environment free from harassment and discrimination. This policy establishes our commitment to maintaining a respectful workplace and outlines procedures for reporting and addressing harassment.

Scope

This policy applies to all employees, contractors, consultants, temporary workers, job applicants, interns, volunteers, clients, vendors, and visitors in all company facilities, at company-sponsored events, and in any work-related context.

Definition of Harassment

Harassment is defined as unwelcome conduct based on a protected characteristic that:

1. Creates an intimidating, hostile, or offensive work environment
2. Unreasonably interferes with an individual's work performance
3. Adversely affects employment opportunities

Protected characteristics include race, color, religion, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, age, physical or mental disability, medical condition, genetic information, marital status, military or veteran status, or any other characteristic protected by law.

Types of Prohibited Conduct

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of employment
2. Submission to or rejection of such conduct is used as a basis for employment decisions

3. Such conduct unreasonably interferes with work performance or creates an intimidating, hostile, or offensive work environment

Examples include, but are not limited to:

- Unwanted sexual advances or propositions
- Offering employment benefits in exchange for sexual favors
- Making threats after a negative response to sexual advances
- Visual conduct such as leering, sexual gestures, or display of sexually suggestive objects or images
- Verbal conduct such as sexual comments, jokes, slurs, or innuendo
- Physical conduct such as unwanted touching, assault, or impeding movement

Other Forms of Harassment

Harassment based on any protected characteristic is prohibited, including:

- Verbal conduct such as epithets, derogatory comments, slurs, or jokes
- Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures
- Physical conduct such as unwanted touching, blocking normal movement, or interfering with work
- Threats, intimidation, bullying, or hostile acts
- Denigrating or showing hostility toward an individual because of a protected characteristic

Bullying and Abusive Conduct

Workplace bullying and abusive conduct are also prohibited, regardless of whether they are based on a protected characteristic. This includes repeated:

- Verbal abuse, such as yelling, shouting, or the use of profanity
- Intimidating or humiliating behaviors
- Malicious conduct that a reasonable person would find hostile or offensive
- Gratuitous sabotage or undermining of a person's work performance

Reporting Procedures

If you believe you have experienced or witnessed harassment or discrimination:

1. **Direct Communication:** If comfortable doing so, clearly tell the person that their behavior is unwelcome and ask them to stop.
2. **Report to Management:** Report the incident to your immediate supervisor. If your supervisor is involved in the conduct, report to the next level of management.

3. **Contact Human Resources:** Report the incident to Human Resources at hr@companyname.com or (555) 123-4567.
4. **Ethics Hotline:** Make an anonymous report through the Ethics Hotline at (800) 555-1234 or www.companyethicsline.com.

When reporting harassment, include:

- Date(s), time(s), and location(s) of the incident(s)
- Description of the incident(s)
- Names of individuals involved
- Names of any witnesses
- Any supporting documents or evidence

Investigation Process

All reports of harassment will be promptly and thoroughly investigated. The investigation will:

1. Be conducted by qualified personnel
2. Be documented and tracked for reasonable progress
3. Be completed in a timely manner
4. Be kept confidential to the extent possible
5. Provide all parties appropriate due process
6. Reach reasonable conclusions based on the evidence collected

Remedial Actions

If harassment or inappropriate conduct is established, appropriate remedial actions will be taken, which may include:

1. Disciplinary action, up to and including termination
2. Referral to counseling or training
3. Follow-up monitoring to ensure the behavior has stopped
4. Other actions to eliminate the effects of harassment

Protection Against Retaliation

[Company Name] prohibits retaliation against any individual who:

- Reports harassment in good faith

- Participates in an investigation
- Opposes practices believed to be discriminatory

Retaliation includes, but is not limited to:

- Demotion, termination, or adverse employment actions
- Exclusion from company activities or opportunities
- Unfair work assignments or evaluations
- Creating a hostile work environment

Retaliation is subject to the same disciplinary actions as harassment.

Manager Responsibilities

Managers and supervisors have additional responsibilities to:

1. Set a positive example by their own behavior
2. Monitor their work environment for signs of harassment
3. Stop inappropriate behavior when observed
4. Report all complaints and incidents of harassment promptly
5. Take all complaints seriously and never discourage reporting
6. Maintain confidentiality to the extent possible
7. Prevent retaliation against employees who complain or participate in investigations

Training

[Company Name] will provide:

1. Anti-harassment training to all employees upon hiring
2. Refresher training at least every two years
3. Additional training for managers and supervisors on their responsibilities

External Reporting

In addition to internal reporting options, employees have the right to file complaints with federal, state, or local agencies, including:

- Equal Employment Opportunity Commission (EEOC)
- State Department of Fair Employment and Housing
- Local human rights commissions

[Company Name] will not retaliate against employees who file complaints with these agencies.

Confidentiality

All complaints and investigations will be treated confidentially to the extent possible. Information will only be shared with those who have a legitimate need to know. Both the person making the complaint and the person accused will be entitled to appropriate information about the status of the investigation.

False Accusations

Making knowingly false accusations of harassment violates this policy and may result in disciplinary action. However, failure to prove a claim of harassment does not constitute proof of a false accusation.

Policy Review

This policy will be reviewed annually and updated as necessary to ensure compliance with applicable laws and organizational needs.

Acknowledgment

I acknowledge that I have read and understand [Company Name]'s Anti-Harassment Policy. I agree to abide by its guidelines and understand my responsibility to report any incidents of harassment.

Employee Signature

Date

Employee Name (Printed)