# Sexual Harassment Policy

EXAMPLECOMPANY SEXUAL HARASSMENT POLICY  
  
1. POLICY STATEMENT  
ExampleCompany enforces a strict ZERO TOLERANCE policy towards sexual harassment in the workplace.  
  
2. DEFINITION  
Sexual harassment includes unwelcome physical, verbal, or visual conduct of a sexual nature.  
  
Examples:  
- Unwanted touching or gestures  
- Inappropriate jokes or comments  
- Display of explicit materials  
  
3. REPORTING PROCEDURE  
Employees can report incidents to the Internal Complaints Committee (ICC) or via the HR portal.  
All complaints will remain confidential and handled with utmost sensitivity.  
  
4. INVESTIGATION  
The ICC will investigate within 10 days of receiving the complaint. Both complainant and respondent will have a fair hearing.  
  
5. ACTION  
Proven cases will result in disciplinary action, including termination.  
  
6. SUPPORT  
Counseling and support will be provided to affected employees.