### **Company K Workplace Harassment Reporting Policy**

#### **1. Introduction**

**Company K** is committed to maintaining a workplace free of harassment, discrimination, and inappropriate behavior. This policy outlines the procedures for reporting, investigating, and addressing claims of workplace harassment, ensuring all employees are treated with respect and dignity.

#### **2. Definition of Workplace Harassment**

Workplace harassment is any unwelcome behavior, conduct, or communication that is based on an employee’s race, gender, sexual orientation, religion, age, disability, or other protected characteristics, which creates a hostile, offensive, or intimidating work environment.

Examples of harassment include but are not limited to:

* Unwanted physical contact or verbal abuse.
* Offensive jokes, comments, or slurs.
* Display of inappropriate images or materials.
* Intimidation, threats, or coercion.
* Any form of sexual harassment, including unwelcome advances, requests for sexual favors, or inappropriate comments of a sexual nature.

#### **3. Scope**

This policy applies to all employees, contractors, vendors, and visitors within **Company K’s** workplace, as well as during work-related events, business trips, and any off-site interactions related to company business.

#### **4. Employee Rights and Responsibilities**

* **Rights**: All employees have the right to work in an environment free from harassment. No employee should fear retaliation for reporting harassment or participating in an investigation.
* **Responsibilities**: Employees must treat each other with respect and refrain from engaging in any behavior that could be interpreted as harassment. Employees are encouraged to report any behavior that makes them feel uncomfortable or violates this policy.

#### **5. Reporting Harassment**

**Company K** encourages employees to report harassment as soon as it occurs. Reports can be made through the following channels:

* **Immediate Supervisor**: Employees are encouraged to speak to their direct supervisor if they feel comfortable doing so. The supervisor will then escalate the report to the HR department for investigation.
* **Human Resources (HR) Department**: Employees can directly report harassment by contacting the HR department. Reports can be made via email, phone, or in person.
* **Anonymous Reporting**: Employees who do not feel comfortable reporting harassment directly may use **Company K’s** anonymous reporting system, accessible via the company’s intranet or hotline.

#### **6. Reporting Process**

Once a report is received, the following process will be followed:

1. **Initial Acknowledgment**: The HR department will acknowledge the receipt of the complaint within **24 hours** and ensure confidentiality is maintained.
2. **Investigation**:
   * An impartial investigator, usually from HR, will be assigned to review the case.
   * The investigation will include interviews with the complainant, the alleged harasser, and any witnesses.
   * All parties involved will be expected to maintain confidentiality and cooperate with the investigation.
3. **Resolution**:
   * Based on the investigation findings, HR will determine whether the behavior violates company policy.
   * Appropriate action will be taken, ranging from counseling, written warnings, or suspension to termination, depending on the severity of the incident.
   * The complainant will be informed of the outcome of the investigation, though specific disciplinary actions may remain confidential.
4. **Appeal Process**:
   * If the complainant or the accused believes the investigation was not handled properly, they may appeal the decision by submitting a written request to the HR department within **7 days** of the outcome.
   * The appeal will be reviewed by a different HR representative or legal counsel.

#### **7. Retaliation**

Retaliation against employees who report harassment or participate in an investigation is strictly prohibited. Examples of retaliation include demotion, termination, intimidation, or any other adverse employment action. Any employee found to be retaliating will face disciplinary action up to and including termination.

#### **8. Confidentiality**

**Company K** will maintain the confidentiality of all parties involved in a harassment investigation to the greatest extent possible. Information will only be shared with individuals who need to know in order to conduct a fair and thorough investigation.

#### **9. False Reports**

Employees are encouraged to report harassment in good faith. However, knowingly making false accusations of harassment can undermine the integrity of the reporting process. Employees found to have made false allegations will be subject to disciplinary action.

#### **10. Training and Prevention**

* **Mandatory Training**: All employees, including management, must complete annual harassment prevention training.
* **Manager Responsibilities**: Managers are responsible for fostering a respectful and harassment-free work environment. They must address any inappropriate behavior immediately and report any harassment claims to HR.

#### **11. Policy Review**

This policy will be reviewed annually to ensure compliance with local laws and to reflect any necessary updates. Employees will be notified of any changes to the policy, and updated versions will be available on the company’s intranet.