

Anti-Harassment Policy Example

Purpose

Our organization is committed to providing a work environment free from harassment. This policy outlines our position against harassment of any kind and the procedures for addressing complaints.

Scope

This policy applies to all employees, contractors, volunteers, and visitors in all work-related settings and activities.

Definition of Harassment

Harassment includes but is not limited to:

- Unwelcome verbal, visual, or physical conduct of a sexual or discriminatory nature
- Offensive remarks, jokes, slurs, or other discriminatory behavior
- Nonverbal behavior such as staring, gestures, or displaying offensive materials
- Threats, intimidation, or hostile acts

Prohibited Conduct

1. Sexual harassment, including unwanted advances or requests for favors
2. Harassment based on race, color, religion, gender, national origin, age, disability, or any other status protected by law
3. Retaliation against individuals who report harassment or participate in an investigation

Reporting Harassment

If you experience or witness harassment, report it promptly to your supervisor, Human Resources, or another designated official. All complaints will be taken seriously and handled discreetly.

Investigation and Response

All reports of harassment will be investigated promptly and impartially. Appropriate corrective action will be taken based on the outcome of the investigation.

No Retaliation

Retaliation against anyone reporting harassment or participating in an investigation is strictly prohibited.

Compliance

All employees are expected to fully comply with this policy. Violation of this policy may result in disciplinary action up to and including termination of employment.

