

HARASSMENT POLICY

Effective Date: _____, 20____
Last Updated: _____, 20____

_____[Company Name] is committed to providing a work environment free from harassment of any kind. We believe that everyone deserves to work in a respectful and inclusive workplace that fosters growth and productivity. _____ [Company Name] will not allow unlawful discrimination or harassment of any employee by any other employee, manager, or company official. To that end, we have developed this harassment policy to outline the behavior that we expect from all employees.

This policy covers all employees, managers, and company officials. Each employee is expected to comply with this policy and ensure that prohibited conduct does not occur. Appropriate disciplinary action up to and including termination will be taken against violators.

Definitions of Harassment and Discrimination

_____[Company Name], in compliance with all applicable Federal, state, and local anti-discrimination and anti-harassment laws, utilizes these definitions and guidelines in enforcing this policy:

1. Discrimination

Discrimination means treating another individual less favorably for reasons based on race, color, gender, religion, or other protected status. Discrimination can include, but is not limited to:

- Limiting job opportunities, privileges, or benefits
- Unequal working conditions
- Evaluations based on characteristics unrelated to work
- Harassment or permitting harassment
- _____ [Description of job duty]

Discrimination based on race, gender, disability, or other characteristics is a violation of federal law. Discrimination in violation of this policy will be subject to disciplinary action up to and including termination.

2. Harassment

_____[Company Name] prohibits harassment of any kind, including sexual harassment, bullying, hazing, and stalking. _____ [Company Name] will take immediate and appropriate action in response to complaints or knowledge of violations of this policy.

How To Write A Harassment Statement

LP Steffe



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