

Harassment Complaint Policy Explanation

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Your Name]

Subject: Explanation of Harassment Complaint Policy

Dear [Recipient's Name],

I am writing to provide you with an explanation of our organization's Harassment Complaint Policy. It is imperative that all employees feel safe and respected in their workplace. Our policy is designed to address any instances of harassment promptly and effectively.

Definition of Harassment

Harassment may include unwanted conduct of a verbal, physical, or visual nature that interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Complaint Procedure

If you believe you have experienced or witnessed harassment, we encourage you to report the incident as soon as possible. Complaints can be made in the following ways:

- Contacting your immediate supervisor.
- Reaching out to the HR department directly.
- Submitting a written complaint to [designated email or physical address].

Investigation Process

All complaints will be investigated promptly and thoroughly. Confidentiality will be maintained throughout the process to the extent possible.

Non-Retaliation Policy

We strictly prohibit retaliation against anyone who reports harassment or participates in an investigation. Violations will result in disciplinary action.

Please refer to the employee handbook for further details or feel free to reach out if you have any questions regarding this policy.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]