

Harassment Prevention Policy

Date: [Insert Date]

To: [Insert Employee Name]

From: [Insert Company Name]

Dear [Employee Name],

At [Company Name], we are committed to providing a safe and respectful workplace for all employees. This letter serves to outline our Harassment Prevention Policy, which aims to create an environment free from harassment of any kind.

Policy Overview

Harassment of any form, including but not limited to verbal, physical, and sexual harassment, is strictly prohibited. All employees are expected to treat each other with dignity and respect.

Reporting Procedures

If you experience or witness any form of harassment, we encourage you to report it immediately to your supervisor or the HR department. Confidentiality will be maintained to the fullest extent possible.

Investigation Process

All reports will be promptly investigated, and appropriate action will be taken based on the findings. Employees found to be in violation of this policy may face disciplinary action, up to and including termination.

Commitment to Prevention

We will conduct regular training and workshops to promote awareness and prevention of harassment in the workplace.

Thank you for your attention to this important matter. If you have any questions, please do not hesitate to reach out to HR.

Sincerely,

[Your Name]
[Your Title]
[Company Name]