

Harassment Policy Declaration

Date: [Insert Date]

Dear [Employee's Name/Team],

At [Organization Name], we are committed to fostering a safe and respectful work environment for all our employees. In light of this commitment, we would like to formally declare our Harassment Policy to ensure clarity and understanding among all team members.

Harassment Policy Overview

Harassment of any kind, including but not limited to sexual harassment, discrimination, and bullying, will not be tolerated in our organization. We encourage all employees to report any incidents of harassment to their supervisors or the HR department without fear of retaliation.

Reporting Procedures

If you believe you have been subjected to harassment, please follow these procedures:

1. Document the incident as soon as possible.
2. Reach out to your direct supervisor or HR representative.
3. Submit a formal complaint if necessary.

Consequences of Harassment

Any employee found to be engaging in harassment may face disciplinary actions, which can include termination of employment, depending on the severity of the conduct.

Thank you for your attention to this important matter. Together, we can maintain a positive and professional workplace.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]