

Harassment Policy Distribution

Date: [Insert Date]

To: [Employee Name]

From: [Your Company Name]

Subject: Distribution of Harassment Policy

Dear [Employee Name],

As part of our commitment to maintaining a safe and respectful workplace, we are distributing our updated Harassment Policy. Please take the time to read and understand this policy, which outlines our stance on harassment and the procedures for reporting any incidents.

The key points of the policy include:

- Definition of harassment
- Examples of prohibited behavior
- Reporting procedures
- Investigation process
- Consequences for violations

The complete Harassment Policy document is attached to this email for your review. It is essential that all employees understand their rights and responsibilities under this policy.

Please confirm your receipt and understanding of the policy by replying to this email by [Insert Deadline Date]. If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]