

# Harassment Policy Notification

Date: [Insert Date]

To: All Personnel

From: [Your Organization's Name]

Dear Team,

As part of our commitment to providing a safe and respectful work environment, we would like to remind all personnel of our Harassment Policy. This policy is designed to prevent and address any form of harassment within our organization.

## Policy Overview

Harassment of any kind will not be tolerated at [Your Organization's Name]. This includes, but is not limited to, verbal, physical, and sexual harassment. It is crucial for everyone to understand the importance of maintaining a workplace free from harassment.

## Reporting Procedures

If you experience or witness any form of harassment, please report it immediately to your supervisor or the HR department. All reports will be taken seriously and investigated promptly.

## Consequences

Engaging in harassment can result in disciplinary action, up to and including termination of employment.

Your cooperation in upholding this policy is essential. Thank you for helping to maintain a respectful workplace.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]