

Harassment Policy Reestablishment Notice

Date: [Insert Date]

Dear [Staff Name],

We are writing to inform you about the reestablishment of our Harassment Policy, which aims to provide a safe and respectful workplace for all employees. It is crucial that everyone understands and adheres to these guidelines to maintain a positive and productive environment.

Policy Overview

The Harassment Policy prohibits any form of harassment, including but not limited to, verbal, physical, and visual harassment. It applies to all staff members, regardless of their position within the organization.

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 thoroughly.

Consequences of Violating the Policy

Violations of the Harassment Policy may result in disciplinary action, up to and including termination of employment.

Thank you for your attention to this important matter. Let us work together to ensure a workplace that is free from harassment and where everyone feels valued and respected.

Sincerely,
[Your Name]
[Your Position]
[Company Name]