

Workplace Harassment Policy Reinforcement

Date: [Insert Date]

To: All Employees

Dear Team,

As part of our ongoing commitment to fostering a respectful and inclusive work environment, we want to take this opportunity to reinforce our policies regarding workplace harassment.

Harassment of any kind, including but not limited to verbal, physical, and visual harassment, is strictly prohibited. We believe that every employee has the right to work in an environment free from discrimination and harassment.

If you experience or witness any form of harassment, it is important to report it immediately to your supervisor or the HR department. We are dedicated to investigating all reports thoroughly and ensuring that appropriate actions are taken.

We encourage open communication and mutual respect amongst all team members. Let's work together to maintain a positive workplace culture.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]