

# Dear Employees,

This letter serves as a reminder of our company's harassment policy. We are committed to maintaining a work environment where everyone feels safe, respected, and valued.

## Harassment Policy Overview

Harassment of any kind, including verbal, physical, or emotional abuse, will not be tolerated. This includes, but is not limited to, unwelcome comments, jokes, or actions that target an individual's race, gender, sexual orientation, or any other personal characteristic.

## 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.

## Our Commitment

We are dedicated to ensuring a workplace free of harassment. We encourage you to speak up if you notice any behavior that contradicts this commitment.

Thank you for your attention to this important matter.

Sincerely,

The Management Team