

# Company-Wide Update: Harassment Policy

Date: [Insert Date]

Dear Team,

We would like to inform you of an important update to our harassment policy, aimed at fostering a safe and inclusive workplace for all employees. This update reflects our commitment to continuously improve our workplace environment.

The key changes to the harassment policy include:

- Expanded definitions of harassment to encompass a broader range of behaviors.
- Clearer reporting procedures to ensure all employees feel empowered to speak up.
- Enhanced training programs for all staff to recognize and prevent harassment.
- Stronger protections for those who report incidents in good faith.

It is crucial that every member of our team understands these changes and is aware of our zero-tolerance stance towards harassment. We encourage you to review the updated policy, which is available on our intranet.

We are committed to creating a supportive workplace and appreciate your cooperation in upholding our values of respect and integrity.

Thank you for your attention to this important matter.

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