

To: [Management/Board of Directors]

Subject: Anti-Harassment Policy Communication

Date: [Insert Date]

Dear [Management/Team],

We are committed to fostering a safe and respectful work environment for all employees. As part of this commitment, we have established an Anti-Harassment Policy that aims to prevent and address any form of harassment within our organization.

This policy outlines our zero-tolerance stance towards harassment of any kind, including but not limited to:

- Verbal or physical abuse
- Unwelcome sexual advances
- Bullying or intimidation
- Retaliation against individuals who report harassment

We encourage all members of our organization to familiarize themselves with the details of this policy and take proactive steps to uphold a culture of respect. Additionally, we urge anyone who experiences or witnesses harassment to report it immediately through the designated channels outlined in the policy.

Your cooperation and support in implementing this policy are crucial in maintaining a positive workplace for everyone. Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]