

Anti-Harassment Policy Enforcement

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name/Position]

Subject: Enforcement of Anti-Harassment Policy

Dear [Supervisor's Name],

This letter serves to remind you of the importance of our Anti-Harassment Policy and the responsibilities that come with your supervisory role. As a leader within our organization, it is crucial that you actively foster a safe and respectful work environment for all employees.

Recent incidents have highlighted the need for strict enforcement of our policy. All employees, including supervisors, are expected to refrain from any behavior that constitutes harassment, discrimination, or retaliation. We want to underscore that violations of this policy will be taken seriously and addressed promptly.

Please review the policy document and ensure that you are familiar with the reporting procedures. You are encouraged to promote open communication and to encourage employees to report any concerns without fear of retaliation.

If you require further training or resources, please do not hesitate to contact HR. It is imperative that we work together to uphold the values of our organization.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]