

# Introduction to Anti-Harassment Policy

Dear [Employees/Team/Staff],

As we prepare for our upcoming company events, we want to take a moment to reaffirm our commitment to providing a safe and inclusive environment for all participants. Our Anti-Harassment Policy is designed to protect the dignity and respect of every individual associated with [Company Name].

At [Company Name], we believe that every event should be free from harassment and discrimination. Therefore, we have implemented this policy to ensure that our events foster a culture of respect and support.

We encourage all employees to familiarize themselves with this policy and to report any incidents of harassment or inappropriate behavior. Your safety and comfort are our highest priorities.

Thank you for your attention to this important matter and for your commitment to making our events enjoyable for everyone.

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