

Welcome to [Company Name]

Dear [Employee Name],

As part of our commitment to creating a safe and respectful workplace, we would like to provide you with an overview of our Anti-Harassment Policy.

Purpose of the Anti-Harassment Policy

Our policy aims to prevent harassment of any kind and to ensure that all employees feel secure and supported. We encourage a culture of respect and inclusion.

What Constitutes Harassment?

Harassment includes any unwelcome conduct based on race, gender, sexual orientation, religion, disability, or any other characteristic protected by law. This can occur in various forms, including verbal, physical, or visual actions.

Reporting Procedures

If you experience or witness harassment, please report it immediately to [designated person/HR department] through the following channels: [contact information]. All reports will be investigated promptly and confidentially.

Consequences of Violating the Policy

Violations of this policy may result in disciplinary action, up to and including termination of employment.

We value your contribution to our team and are committed to ensuring that everyone feels safe and respected at [Company Name]. If you have any questions regarding this policy, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]