

# Anti-Harassment Policy Summary

Dear Employees,

We are committed to providing a work environment that is free from harassment of any kind, including sexual, verbal, and physical harassment. Our anti-harassment policy aims to ensure that every employee can perform their job without fear of harassment or discrimination.

Key Points of Our Anti-Harassment Policy:

- Harassment of any form is strictly prohibited.
- Employees are encouraged to report any incidents of harassment to their supervisor or HR department.
- All reported incidents will be taken seriously and investigated promptly.
- Retaliation against individuals who report harassment is prohibited.
- We will provide training to all employees to help recognize and prevent harassment in the workplace.

For more detailed information, please refer to the full policy in the employee handbook. We value your contributions and are dedicated to maintaining a respectful work environment.

Sincerely,  
Your HR Department