

# Dear Team,

We are committed to maintaining a safe and inclusive workplace for all employees. As part of our continuous efforts to create a respectful environment, we have updated our Anti-Harassment Policy.

## Key Updates:

- Enhanced definitions of harassment to encompass a broader range of behaviors.
- Clearer reporting procedures to ensure transparency and support for affected individuals.
- Stricter consequences for those found in violation of the policy.
- Regular training sessions to promote awareness and prevention of harassment.

We encourage all staff to review the updated policy in detail, which can be found on our internal portal. Your understanding and adherence to these guidelines are essential for fostering a respectful workplace.

Should you have any questions or require further clarification, please feel free to reach out to the HR department.

Thank you for your attention to this important matter.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Company Name]