

Anti-Harassment Policy - Employee Rights Overview

Dear [Employee's Name],

We are committed to creating a safe and respectful workplace for all employees. This letter serves as an overview of your rights under our Anti-Harassment Policy.

Your Rights:

- You have the right to work in an environment free from harassment of any kind, including sexual harassment, discrimination, and bullying.
- You have the right to report any incidents of harassment without fear of retaliation.
- You have the right to participate in investigations regarding harassment complaints.
- You have access to resources and support, including counseling services and employee assistance programs.
- You can expect prompt and thorough investigation of any reported harassment.

If you have experienced or witnessed any form of harassment, please do not hesitate to reach out to your supervisor or the HR department.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]