

# Notification of Anti-Harassment Policy Implementation

Date: [Insert Date]

To: All Employees

From: [Your Name/Title]

Subject: Implementation of Anti-Harassment Policy

Dear Team,

We are committed to providing a safe and respectful workplace for all employees. In alignment with this commitment, we are pleased to announce the implementation of our updated Anti-Harassment Policy, effective [Insert Effective Date].

This policy outlines our commitment to preventing harassment of any kind in the workplace and provides clear guidelines for reporting and addressing incidents. We encourage all employees to familiarize themselves with the policy, which can be accessed [insert link or location of the policy].

Training sessions will be held on [insert dates] to further educate all employees about this important initiative. Your participation is mandatory, and we strongly encourage open discussions during these sessions.

We want to ensure that everyone feels safe and respected in our workplace. Should you have any questions or require further assistance, please do not hesitate to reach out to [insert contact information].

Thank you for your attention and commitment to fostering a positive work environment.

Sincerely,

[Your Name]

[Your Title]

[Company Name]