

# Anti-Harassment Policy Reporting Procedure Clarification

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Your Name]

Subject: Clarification of Anti-Harassment Policy Reporting Procedure

Dear [Recipient Name],

I hope this message finds you well. I am writing to provide clarification regarding the reporting procedure outlined in our Anti-Harassment Policy. As a reminder, it is essential that all employees feel safe and supported in reporting any incidents of harassment.

If you encounter or witness any form of harassment, we encourage you to follow these steps:

1. Document the incident, including dates, times, locations, and individuals involved.
2. Report the incident to your immediate supervisor or the HR department.
3. Complete a formal complaint form, which can be obtained from HR or the company intranet.
4. Cooperate with any investigation that follows.

For further assistance, you can reach out to [Insert contact information] or refer to the Anti-Harassment Policy document available [Insert location/website].

Thank you for your attention to this crucial matter. Together, we can maintain a safe and respectful workplace for everyone.

Sincerely,

[Your Name]

[Your Position]

[Your Company]