

# Workplace Harassment Prevention Guidelines

Dear [Employee's Name],

We are committed to maintaining a work environment that is free from harassment. This letter serves to outline our Workplace Harassment Prevention Guidelines that every employee is expected to adhere to:

## 1. Understanding Harassment

Harassment includes any unwelcome behavior that creates an intimidating, hostile, or offensive work environment.

## 2. Reporting Procedures

If you experience or witness harassment, you are encouraged to report it immediately to your supervisor or Human Resources.

## 3. Investigative Process

All reports will be investigated thoroughly and promptly. Confidentiality will be maintained to the extent possible.

## 4. No Retaliation Policy

We prohibit any form of retaliation against individuals who report harassment or participate in an investigation.

## 5. Training and Awareness

All employees will receive training on harassment prevention and the appropriate steps to take if they encounter such conduct.

Thank you for your commitment to creating a respectful and safe workplace. If you have any questions regarding these guidelines, please do not hesitate to contact Human Resources.

Sincerely,

[Your Name]

[Your Title]

[Company Name]