

Harassment Prevention Guidelines

To: [Employee/Team Name]

Date: [Insert Date]

Dear [Recipient's Name],

We would like to take this opportunity to remind all employees of our commitment to a workplace free from harassment. Ensuring a safe and respectful environment is our utmost priority.

Guidelines for Harassment Prevention

1. Understand what constitutes harassment, including bullying, unwanted advances, and discrimination.
2. Report any incidents immediately to your supervisor or HR department.
3. Participate in mandatory harassment prevention training sessions.
4. Support a culture of respect and inclusivity among colleagues.
5. Be an active bystander; if you witness harassment, take action or report it.

Thank you for your attention to this important matter. Together, we can foster a workplace where everyone feels safe and valued.

Sincerely,

[Your Name]

[Your Position]

[Your Company]