

# Sexual Harassment Policy Template

**Title:** Sexual Harassment Policy

## **Introduction:**

Our company is committed to providing a safe and respectful work environment for all employees. Sexual harassment is not tolerated in any form and will be met with disciplinary action.

## **Policy Statement:**

Sexual harassment includes unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. This behavior is prohibited in the workplace.

## **Reporting Procedure:**

Employees who experience or witness sexual harassment should report it to HR immediately. All reports will be taken seriously and investigated promptly.

## **Consequences:**

Any employee found guilty of sexual harassment will face disciplinary action, up to and including termination. We take these matters seriously and will not tolerate any form of harassment.

## **Training:**

All employees will receive training on sexual harassment prevention and reporting procedures. This training will be conducted annually to ensure a safe work environment for all.

## **Resources:**

For more information on sexual harassment and your rights as an employee, please refer to the Equal Employment Opportunity Commission (EEOC) website: <https://www.eeoc.gov/sexual-harassment>

## **Conclusion:**

We are committed to maintaining a workplace free from sexual harassment. By following this policy and reporting any incidents promptly, we can ensure a safe and respectful environment for all employees.