

Workplace Harassment Policy for COMPANY

COMPANY is committed to maintaining an environment where all employees can work free from intimidation, coercion or any type of harassment, including sexual harassment. Our work environment must include freedom from unwelcome sexual advances. It is important for you to know and understand that no form of sexual or other harassment is tolerated at COMPANY.

It is COMPANY policy to:

- > Provide a workplace that respects all employees and is free of sexual harassment;
- > Take preventive measures regarding harassment;
- > Remedy incidents of sexual harassment and other forms of harassment that occur in the course of employment;
- > Ensure that such incidents do not jeopardize employees, COMPANY customers or COMPANY as a whole.

This policy's objectives are to provide all employees with an understanding of COMPANY position as it relates to sexual harassment, ensure that all employees understand that sexual harassment is illegal and that such activity will be considered a serious violation of COMPANY standards of conduct, provide an avenue for remedy to those employees who believe they are being or have been harassed, and provide contacts for employees who have concerns or questions regarding sexual harassment.

Definition of Sexual Harassment

Sexual harassment is a form of employee misconduct that demeans another person and undermines the integrity of the employment relationship. Every employee must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures.

As defined by the Equal Employment Opportunity Commission, sexual harassment includes any unwelcome sexual advances, requests for sexual favors or any other verbal or physical conduct of a sexual nature when:


- > Submission to such conduct is made (explicitly or implicitly) a term or condition of employment;
- > Submission to or rejection of such conduct is used as the basis for employment decisions; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

It is a violation of COMPANY policies for any employee, male or female, to display or participate in any of the following:

- > Sex-oriented verbal "kidding" or abuse, including lewd jokes or comments;
- > Subtle or overt pressure for sexual activity;
- > Physical contact such as patting, pinching or intentional brushing against another's body;
- > Demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats concerning an individual's employment status;
- > Posters, pin-ups or any other form of displays or distribution of sexual material on COMPANY premises.

Initials: _____



If you believe you are the subject of sexual harassment by a fellow employee, temp, vendor, consultant or contractor, you should discuss the occurrence with your direct report. If you believe you are being harassed by your immediate supervisor, you should notify COMPANY REPRESENTATIVE (E.G., HR DIRECTOR). If you are uncomfortable speaking to your direct report and/or a company representative, you may contact the company's attorney, NAME AND CONTACT NUMBER. In addition, employees who observe or are made aware of possible harassment in the workplace have an obligation to immediately report the incident to their direct report, or company representative. When a supervisor/manager is notified of alleged harassment, he or she must notify the appropriate contact or the company attorney. All reports of sexual harassment will be promptly investigated, and appropriate remedial action will be taken in all cases where sexual harassment or inappropriate conduct of a sexual nature is found to have occurred. Such remedial action may include termination of employment.

COMPANY prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. However, if, after investigating any complaint of harassment or unlawful discrimination, COMPANY determines that an employee has provided false information regarding the complaint, disciplinary action up to and including termination, may be taken against the individual who filed the complaint or who gave the false information.

Employee Fraternization

COMPANY employees are not permitted to date those employees who report to them, whether directly or indirectly through other employees. Also, COMPANY employees who are primarily responsible for COMPANY relationship with a vendor or consultant may not date the principal(s) and/or their counterpart(s) at that vendor or consultant.

COMPANY Standards of Conduct on E-mail and Internet Use Relating to Harassment

COMPANY reserves the right to take immediate and appropriate disciplinary action against employees for doing the following:

- > Sending or forwarding defamatory, intimidating or sexually or racially harassing messages.
- > Using abusive or objectionable language in either public or private messages.
- > Downloading or distributing objectionable or inappropriate content.

I have read and initialed this two-page COMPANY policy on **Harassment** and fully understand the policy.

Name: _____

Date _____

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